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## 3 sample requests for change of shift schedule letter email - Sep 06 2023

web dear name of your manager or employer i am writing this letter to ask you for a change to my shift schedule from current schedule to desired schedule i have twins who will start school at a schedule that is incompatible with my current work schedule

sample request letter to change shift schedule letterspro com - Apr 20 2022

web request letters are letters written to ask formally or politely for something any matter that requires a humble and polite appeal can be put forward using a request letter it could be a job interview a promotion or a favor a request letter will get the job done a request letter can be formal or informal depending on the recipient