Gladys Veins

45 McAllister Street

San Francisco, CA 94102 US

The Secretary,

Allen & Sons

351 Geary Streets

San Francisco, CA 94102 US

29/07/2008

Sub: Request to change working hours.

Dear Mr. Gregarious,

This letter is to seek your attention towards the problems caused by the present working timings of our company.  The company employees, especially ladies, encounter several problems daily from the local residents in the company locality.

The problem is more aggressive while returning home from work late at night. We have already informed this earlier but no steps were taken.

I, on behalf of all the working women’s of this company, request to kindly consider this problem as an urgent case.  We would appreciate if you could change present the working hours of company as 8am to 6pm instead of 10 am to 8 pm.

We request you to take necessary action as soon as possible.

Thanking you in anticipation,

Yours Sincerely,

Gladly Veins