

Subject: Request for Assistance with Shift Issue

Dear Mam,

I hope this message finds you well. I am writing to bring to your attention a concern regarding my upcoming shift schedule.

I have noticed a scheduling conflict with my assigned shift due to distance issue.

I would greatly appreciate your guidance on how to resolve this matter. If possible, I am open to discussing alternative shifts or any adjustments that can be made.

Thank you for your understanding and support.

Best regards,

Snehal Kapadiya

Executive

9409131667