

Hi Charlie,	I'm writing to request that my account be cancelled.	Request to switch shifts	I'm writing to ask if I could possibly leave at 2:00 on Wednesday.
Thanks, Gordon	Is there any way you could close for me on Tuesday?	Could you please let me know if this is approved?	To whom it may concern:
Favour for Tuesday	Request for an early day	Good morning,	It's my niece's birthday party and I don't want to miss it.
I'm not satisfied with the service that I have received	Please let me know if this is possible for you.	My mother has an eye appointment.	Good afternoon Barry,
I'm writing to ask if you could possibly switch shifts with me.	Please confirm that this has been done.	I'd like to go camping with my friends on Friday night.	Thanks so much, Peter
Account cancellation request	If you can't do it, just let me know and I'll figure something out.	Cheers, Rosalind	Respectfully, George Johnson