[Name of Recipient]

[Designation of Recipient]

[Organization Name]

Date:

**Subject: [Write an Appropriate Subject Line in bold letters]**

Dear Mr. / Mrs. [Name of the Recipient],

On behalf of all the factory workers, I am writing this letter to you regarding the implementation of the new policy. The new policy states that there will be a six-day working week and only the Sunday will be off. I believe that this new policy has not been decided and implemented with the agreement of the workers of the factory.

As you might know better that all around the globe, a five-day working week is a standard. The countries that were not practicing this policy have also started adopting it. Moreover, the research shows that a five-day working week improves workers’ performance.

So, on behalf of all the factory workers, I suggest and request you to take back this new policy. If you want to maximize the production, you can add an additional hour to the work timing. I hope that you will take notice of these suggestions.

Thanking you in anticipation.

Yours Truly,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]