

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Manager's Name  
Company's Name  
Company's Address  
City, State, Zip Code

Dear [Manager's Name],

I am writing to formally request payment for overtime hours worked during the recent pay period. According to our records, I have worked a total of [number of overtime hours] beyond my regular working hours from [start date] to [end date].

As per company policy, I understand that I am entitled to receive overtime pay for any hours worked beyond [your regular hours] per week. I have attached my timesheet for your reference.

Thank you for your attention to this matter. I would appreciate your prompt response regarding the overtime payment.

Sincerely,  
[Your Name]