

Request for Overtime Pay Confirmation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request confirmation of my overtime pay for the hours worked beyond my regular schedule during the period of [insert dates].

As per our previous discussions and the company policy regarding overtime compensation, I have logged [insert number of overtime hours] hours of overtime. I would appreciate if you could confirm the approval of these hours and the corresponding payment details.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]