

# Overtime Compensation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request compensation for the overtime hours I worked during the week of [insert dates]. According to my records, I worked a total of [insert number] hours beyond my regular schedule.

As per [Company Policy/Employment Agreement], I understand that employees are entitled to overtime pay for hours worked beyond [insert number] hours per week. I have attached a detailed log of my work hours for your review.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]