Overtime Pay Validation

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]

To Whom It May Concern,

I am writing to formally request validation of my overtime pay for the hours worked in the period from [Start Date] to [End Date]. I believe that the hours I worked during this time qualify for overtime compensation as per our company's policy and state law.

The details of the overtime hours are as follows:

- Date: [Date] - Hours Worked: [Hours]
- Date: [Date] - Hours Worked: [Hours]
- Date: [Date] - Hours Worked: [Hours]

Please let me know if you require any additional information to process my request. I appreciate your attention to this matter and look forward to your prompt response.

Thank you.

Sincerely,
[Your Name]
[Your Contact Information]