

Overtime Wage Approval Inquiry

Recipient Name

Recipient Title

Company Name

Company Address

Date: [Insert Date]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally inquire about the approval of my overtime wages for the period of [insert date range].

As per our previous discussions and company policy, I worked [insert number of hours] of overtime on [insert specific dates]. I have submitted the necessary timesheets and documentation for your review.

Could you please confirm the status of my overtime wage approval? I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]