

Request for Approval of Extra Hours Worked

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Approval of Extra Hours Worked

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request your approval for the extra hours I worked on [insert dates]. Due to [insert reason for extra hours, e.g., a project deadline, unforeseen circumstances], I exceeded my regular working hours.

The details of the extra hours worked are as follows:

- Date: [Insert Date] - Hours Worked: [Insert Hours]
- Date: [Insert Date] - Hours Worked: [Insert Hours]
- Total Extra Hours: [Insert Total Hours]

I kindly request that these additional hours be approved for [reason for approval, e.g., payroll purposes, project completion]. I appreciate your understanding and support regarding this matter.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]