

# Request for Overtime Approval

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Overtime Approval

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request approval for overtime hours due to [briefly explain the reason, e.g., increased workload, project deadlines, etc.].

During the past weeks, I have noticed that my current workload has significantly increased. To ensure that we meet our deadlines and maintain the quality of our work, I believe that additional hours are necessary.

I would like to request approval for [number of hours] of overtime starting from [start date] to [end date]. This would allow me to [explain how the overtime will benefit the project or team].

Thank you for considering my request. I am happy to discuss this further at your convenience.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]