Overtime Request

Date: [Insert Date]

To,

[Manager's Name]

[Company's Name]

[Company's Address]

Subject: Request for Overtime Approval

Dear [Manager's Name],

I am writing to formally request approval for overtime hours on [specific date(s)]. Due to [brief explanation of reason, e.g. increased workload, urgent project deadline], I believe that working additional hours will help in meeting our team's goals and ensuring timely completion of tasks.

Details of my request are as follows:

- Proposed Overtime Dates: [Insert dates]
- Proposed Overtime Hours: [Insert hours]

I appreciate your consideration of my request and am looking forward to your approval.

Thank you.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]