

Date: [Insert Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request approval for overtime work for [specific dates] due to [brief reason for overtime, e.g., increased workload, project deadlines]. I believe that dedicating additional hours during this period will be essential to ensure that we meet our goals effectively.

I plan to work [number of hours] of overtime, which will help in [mention any specific tasks or projects that will benefit]. I assure you that I will manage my time efficiently to maintain productivity during the extended hours.

Please let me know if this request can be accommodated or if there are any concerns. I appreciate your consideration and support.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]