

# Overtime Hours Request

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Supervisor's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Supervisor's Name],

I am writing to formally request approval for overtime hours to complete [specific project or task] due to [reason for request]. I believe that my involvement in this task is crucial to meet our deadlines and ensure quality work.

I anticipate needing approximately [number of hours] hours of overtime, which I would like to work from [start date] to [end date].

Thank you for considering my request. I look forward to your approval.

Sincerely,

[Your Name]  
[Your Job Title]