

Request for Overtime Work Authorization

Date: [Insert Date]

To: [Supervisor/Manager's Name]

[Company Name]

[Company Address]

Dear [Supervisor/Manager's Name],

I am writing to formally request authorization for overtime work during the upcoming [specify period, e.g., week of March 1st to March 7th]. Due to [briefly explain the reason, e.g., an increase in workload, a project deadline], I believe that working additional hours will help ensure we meet our goals.

I propose to work [specify number of hours] of overtime, which will allow me to [mention how it will benefit the project or team]. I am committed to maintaining the quality of my work and ensuring our objectives are achieved on time.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]