

# Approval Request for Overtime Pay

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Overtime Pay Approval

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request approval for overtime pay for the hours worked beyond my regular schedule for the period of [start date] to [end date].

During this time, I have undertaken additional responsibilities, resulting in a total of [number of hours] hours of overtime. The details of the overtime hours are as follows:

- Date: [Date], Hours Worked: [Number of hours]
- Date: [Date], Hours Worked: [Number of hours]
- Date: [Date], Hours Worked: [Number of hours]

I believe that this additional work has been essential for [reason for overtime, e.g., meeting project deadlines, handling increased workload]. I am committed to maintaining the high standards of our team and ensuring that all tasks are completed on time.

I kindly ask for your approval of the overtime pay for the aforementioned hours worked. Thank you for considering my request. Please let me know if you have any questions or need further information.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]