

Overtime Work Permission Request

Date: [Insert Date]

To,

[Manager's Name]

[Company's Name]

[Company's Address]

Subject: Request for Permission to Work Overtime

Dear [Manager's Name],

I am writing to formally request permission to work overtime on [specific date(s)], from [start time] to [end time]. The reason for this request is [brief explanation of the task/project].

Working overtime will allow me to ensure that [mention any deadlines or important deliverables]. I believe that this will greatly contribute to the overall success of our team and project.

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

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]