

Overtime Work Request

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Department: [Your Department]

Subject: Request for Overtime Work Approval

Dear [Manager's Name],

I am writing to formally request approval for overtime work to complete [specific project/task]. Due to [reason for overtime request, e.g., tight deadlines, unforeseen issues], I believe that working additional hours is necessary to ensure timely completion.

I would like to request approval for [number of hours] of overtime on [specific dates]. This additional time will help me achieve [expected outcomes or deliverables].

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

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]