

# Request for Overtime Work Approval

[Your Name]  
[Your Position]  
[Your Department]  
[Your Company]  
[Date]

[Manager's Name]  
[Manager's Position]  
[Manager's Department]  
[Your Company]

Dear [Manager's Name],

I am writing to formally request approval for overtime work on [specific dates] due to [reason for overtime, e.g., a project deadline, unexpected workload].

Given the current demands, I believe that additional hours will significantly contribute to [explain how it will benefit the project or team]. I estimate that I will need approximately [number of hours] hours of overtime to complete the required tasks.

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

Sincerely,  
[Your Name]  
[Your Contact Information]