

Subject: Request for Approval of Extended Work Hours

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request your approval for extending my work hours during the upcoming [specify time period, e.g., project deadline, busy season, etc.].

Due to [reason for the request: increased workload, approaching deadlines, etc.], I believe that extending my hours from [current hours] to [proposed hours] will significantly enhance my ability to meet our team's goals and ensure the successful completion of [specific project or task].

I am committed to maintaining the quality of my work, and I believe that this adjustment will allow me to better contribute to our objectives. I would greatly appreciate your consideration of this request.

Thank you for your time and support. I look forward to your positive response.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]