

Overtime Approval Request for Business Continuity

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Overtime Approval

Dear [Manager's Name],

I am writing to formally request approval for overtime hours to ensure the continuity of our business operations. Due to [briefly explain the reason, e.g., increased workload, project deadline, etc.], additional hours will be necessary to meet our targets and maintain our service standards.

I propose to work [insert number of hours] of overtime during the period of [insert dates] to address the pressing needs of our current projects. This will help us [explain the expected outcomes or benefits].

Thank you for considering my request. I look forward to your approval to proceed with the necessary overtime hours.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]