

# Overtime Approval Request

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Overtime Approval Request Due to Client Demands

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request approval for overtime hours due to increased demands from our client, [Client's Name].

We have received urgent requests that require immediate attention and additional hours to ensure we meet our client's expectations. The specific tasks that require overtime include:

- [Task 1]
- [Task 2]
- [Task 3]

To accommodate these requests, I propose working [number of hours] of overtime on [specific dates]. This will help us maintain our commitment to delivering quality service and meet the client's deadlines.

I appreciate your consideration of this request and look forward to your approval.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]