

Overtime Approval Request

Date: [Insert Date]

To: [Supervisor's Name]

From: [Your Name]

Subject: Request for Overtime Approval Due to Increased Workload

Dear [Supervisor's Name],

I hope this message finds you well. I am writing to formally request approval for overtime work due to an increased workload in my current project. Recently, we have encountered unforeseen challenges that require additional hours to meet our deadlines.

Details of the increased workload include:

- [Detail 1]
- [Detail 2]
- [Detail 3]

To ensure that we maintain our project timelines and quality, I propose to work [insert number of hours] of overtime during the week of [insert date range]. I believe this extra effort will be beneficial for our team's success and the satisfaction of our clients.

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

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]