

Overtime Approval Request

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Overtime Approval for Project Deadline

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request approval for overtime hours due to the approaching deadline for [Project Name]. As we are currently behind schedule, additional work hours are necessary to ensure we meet our commitments.

I propose to work additional hours from [Start Date] to [End Date], with an estimated total of [Total Hours] overtime hours. This will enable us to complete [specific tasks or milestones] in a timely manner.

Your approval of this request would be greatly appreciated, and I am open to discussing this further if necessary.

Thank you for considering my request.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]