

# Overtime Approval Request for Seasonal Surge

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Overtime Approval During Seasonal Surge

Dear [Manager's Name],

I am writing to formally request approval for overtime hours due to the anticipated seasonal surge in demand. As we approach [specify the season or event, e.g., the holiday season], we are expecting an increase in workload that may exceed our current staffing capacity.

To ensure we maintain our service quality and meet customer expectations, I propose that the following team members work overtime during this period:

- [Employee Name 1] - [Number of hours]
- [Employee Name 2] - [Number of hours]
- [Employee Name 3] - [Number of hours]

The planned overtime would take place from [start date] to [end date] and would significantly contribute to managing our workload effectively. I assure you that all overtime work will comply with company guidelines and budget constraints.

Thank you for considering this request. I look forward to your prompt response so we can make the necessary arrangements.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]