

# Overtime Approval Request for Special Event Preparation

Date: [Insert Date]

To: [Supervisor/Manager's Name]

From: [Your Name]

Subject: Overtime Approval Request

Dear [Supervisor/Manager's Name],

I am writing to formally request approval for overtime hours to prepare for the upcoming [specific event name] scheduled for [event date]. Given the scope of the project and the need for meticulous planning, I anticipate that additional hours will be necessary to ensure everything is executed smoothly.

To effectively prepare for the event, I would like to request [number of hours] of overtime from [start date] to [end date]. The key tasks that require this additional time include:

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

I believe that with this extra time, we will be able to deliver a successful event that meets our standards and expectations. Thank you for considering my request. I am looking forward to your approval.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]