

Overtime Approval Request

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Overtime Approval

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request approval for overtime hours to ensure effective collaboration within our team on the [specific project or task] that is due on [due date].

Given the complexity of our current workload and the need for thorough collaboration, I believe that extending our working hours will enable us to meet our project goals and deadlines more efficiently.

Details of the Overtime Request:

- **Total Overtime Hours Requested:** [Number of Hours]
- **Proposed Overtime Dates:** [Dates]
- **Team Members Involved:** [List of Team Members]

Please let me know if you need any more information or if we should meet to discuss this request further. Thank you for considering our proposal for overtime. Your support in this matter is greatly appreciated.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]