

# 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 due to some unexpected issues that have arisen in my current project.

On [insert specific date or time frame], I encountered [briefly explain the unexpected issue]. This situation has caused delays in our timeline, and in order to ensure that we meet our deadlines and maintain the quality of our work, I believe that additional hours are necessary.

I estimate that I will need approximately [insert number of hours or days] to address these issues adequately. I am committed to resolving this matter as swiftly as possible and assure you that this overtime will contribute to our team's overall effectiveness.

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

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]