

Overtime Approval Request

Date: [Insert Date]

To,

[Manager's Name]

[Manager's Title]

[Company Name]

Dear [Manager's Name],

I am writing to formally request approval for overtime hours to ensure the timely completion of [specific task or project name]. Due to [brief explanation of why the task is urgent, e.g., unexpected challenges, approaching deadlines], I believe that additional hours will be necessary.

I propose to work an additional [number of hours] hours on [specific dates], which will allow me to complete the project by the deadline. I assure you that this will not only enhance productivity but also maintain the quality of our work.

Thank you for considering my request. I am looking forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]