

# Overtime Work Schedule Approval Request

**Date:** [Insert Date]

**To:** [Supervisor's Name]

**From:** [Your Name]

**Department:** [Your Department]

**Subject:** Request for Overtime Work Schedule Approval

Dear [Supervisor's Name],

I am writing to formally request approval for an overtime work schedule for the week of [Insert Dates]. Due to [brief explanation of the reason for overtime, e.g., increased workload, project deadlines], I believe that additional hours will be necessary to ensure timely completion of my responsibilities.

Below is the proposed overtime schedule:

- [Day, Date]: [Start Time] - [End Time]
- [Day, Date]: [Start Time] - [End Time]
- [Day, Date]: [Start Time] - [End Time]

I appreciate your consideration of this request and am open to discussing any adjustments as necessary. I look forward to your approval.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]