

Overtime Compensation Claim Submission

Date: [Insert Date]

To,

[Manager's Name]

[Company Name]

[Company Address]

Subject: Overtime Compensation Claim

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally submit a claim for overtime compensation for the hours worked beyond my regular schedule during the period of [insert relevant dates].

According to my records, I have worked a total of [insert total overtime hours] hours of overtime during this time frame. The specific dates and hours worked are as follows:

- [Date 1]: [Hours Worked]
- [Date 2]: [Hours Worked]
- [Date 3]: [Hours Worked]

Based on the company's overtime policy, I am requesting compensation at the rate of [insert compensation rate]. I have attached copies of my timesheets and any other relevant documentation for your review.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]