

Overtime Request Notice

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

Subject: Request for Overtime Work on [Project Name]

I hope this message finds you well. I am writing to formally request approval for overtime work on the [Project Name] scheduled to be completed on [Project Deadline]. Due to [insert reason, e.g., unforeseen circumstances, increased workload, etc.], the team requires additional hours to ensure the project is completed on time and meets the quality standards we strive for.

We propose to work the following additional hours:

- [Date] - [Time] to [Time]
- [Date] - [Time] to [Time]
- [Additional dates/hours]

The estimated cost for the overtime will be [insert estimated cost], and we believe this will be a necessary investment to deliver the project successfully.

Thank you for considering this request. I would appreciate your prompt response so we can proceed accordingly. Please feel free to contact me if you have any questions or need further details.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Phone Number]

[Your Email Address]