

# Overtime Work Authorization Request

Date: [Insert Date]

To: [Supervisor's Name]

[Company Name]

[Company Address]

Dear [Supervisor's Name],

I am writing to formally request authorization for overtime work on the [Specify Project Name] project. Due to [brief explanation of the reason for overtime, e.g., tight deadlines, unforeseen circumstances, etc.], I believe that additional hours are necessary to ensure we meet our project milestones.

I would like to propose working overtime on the following dates:

- [Date 1] - [Number of hours]
- [Date 2] - [Number of hours]
- [Date 3] - [Number of hours]

I assure you that this overtime will be managed efficiently and will contribute positively to the progression of the project.

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

Sincerely,

[Your Name]

[Your Position]

[Contact Information]