Delayed Comp Off Request Email

Subject: Retroactive Request for Compensatory Leave

Dear [Manager's Name],

I am writing to formally request compensatory leave for overtime work that was completed several weeks ago but not previously claimed.

During the period of [Date Range], I worked additional hours totaling [X hours] to support [project/emergency/deadline]. At that time, I was focused on project completion and inadvertently missed submitting my comp off request within the standard timeframe.

I have attached my time logs and any relevant documentation supporting these hours. I understand this is a retroactive request and apologize for the delay in submission.

I would like to utilize [X days] of compensatory leave on [Proposed dates] if approved.

Thank you for considering my request despite the timing.

Respectfully,

[Your Name]

[Supporting documentation attached]

Get more templates here:

https://www.lettersandtemplates.com/letters/comp-off-or-compensation-leave-letter