

# Overtime Request Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Today's Date]

[Employer's Name]

[Company/Organization Name]

[Address]

[City, State, ZIP Code]

Subject: Overtime Request

Dear [Employer's Name],

I hope this letter finds you well. I am writing to formally request approval for overtime work in the [Department/Team Name]. Due to [reason for overtime, e.g., increased workload, project deadlines, unexpected events], I believe that additional working hours are necessary to ensure the successful completion of the tasks at hand.

I understand the company's policies regarding overtime and assure you that I will strictly adhere to the guidelines set forth by the organization. I am fully committed to the success of our team and the company as a whole, which is why I am seeking this opportunity to put in the extra effort.

Outlined below are the details of my proposed overtime schedule:

1. Dates and Duration:

- [Start Date] to [End Date]
- [Number of hours] per day/week (as required)

2. Purpose of Overtime:

- [Specify the tasks, projects, or assignments that require additional time]

### 3. Anticipated Benefits:

- [Explain the positive impact of completing the tasks on time]

### 4. Compensation and Approval:

- I understand that overtime is subject to approval, and I request consideration for appropriate compensation or time-off in lieu of the extra hours worked.

I assure you that during the overtime period, I will maintain the same level of dedication and professionalism as always. Moreover, I will ensure that all work completed during the overtime hours is accurate and meets the high standards set by the company.

If you have any concerns or suggestions regarding my overtime request, I am more than willing to discuss them further. I believe that this additional effort will significantly contribute to the overall success of the team and the company.

Thank you for your understanding and consideration. I look forward to your positive response regarding my overtime request.

Sincerely,

[Your Name]