

Formal Overtime Request Letter

Subject: Request for Overtime Work

Dear [Manager's Name],

I am writing to formally request approval to work overtime on [specific date(s)] due to [reason, e.g., project deadline, high workload]. I am committed to ensuring that all tasks are completed efficiently and on time.

Please let me know if this request is approved and if there are any specific guidelines or procedures I should follow during the overtime period.

Thank you for your consideration.

Sincerely,

[Your Name]

[Position / Department]

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