

Provisional Overtime Request Letter

Subject: Provisional Request for Overtime

Dear [Manager's Name],

I am submitting a provisional request for overtime work from [start date] to [end date] to manage [project or task requirements]. This request is subject to approval based on workload and departmental guidelines.

I appreciate your consideration and will ensure all necessary approvals are obtained before proceeding.

Sincerely,

[Your Name]

[Position / Department]

Get more templates here: <https://www.lettersandtemplates.com/letters/overtime-request-letter>