

Project-Based Overtime Request Letter

Subject: Overtime Request for Project Completion

Dear [Manager's Name],

I am requesting approval to work additional hours on [specific dates] for the completion of [project name]. The tasks requiring overtime include [list of tasks], and I estimate approximately [number] extra hours will be necessary.

Your approval will help ensure the project meets its deadline and maintains quality standards.

Sincerely,

[Your Name]

[Position / Department]

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