

Overtime Hours Request

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Supervisor's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Supervisor's Name],

I am writing to formally request approval for overtime hours to complete [specific project or task] due to [reason for request]. I believe that my involvement in this task is crucial to meet our deadlines and ensure quality work.

I anticipate needing approximately [number of hours] hours of overtime, which I would like to work from [start date] to [end date].

Thank you for considering my request. I look forward to your approval.

Sincerely,

[Your Name]
[Your Job Title]

Sample Letter Asking For Overtime

Lingjun Ying



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