

Request for Overtime Pay

[Your Name]

[Your Employee ID, if applicable]

[Your Department]

[Company/Organization Name]

[Company/Organization Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Human Resources Department]

[Company/Organization Name]

[Company/Organization Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request overtime pay for the additional hours I have worked beyond my regular schedule at [Company/Organization Name]. These additional hours were undertaken in response to [Explain the reason for working overtime, e.g., increased workload, urgent project, staffing shortages, etc.].

The overtime hours I have worked are as follows:

[Specify the dates and hours worked, including start and end times].

[Include any relevant details about specific projects or tasks that required the overtime work].

I understand that [Company/Organization Name] values and recognizes the dedication of its employees, and I am eager to ensure that my efforts are appropriately compensated.

I kindly request that you review my overtime hours and, if possible, provide the necessary approvals to process the additional compensation. I have attached a record of my overtime hours for your reference.

Thank you for your attention to this matter. I appreciate your understanding and support. I am committed to continuing to contribute my best efforts to [Company/Organization Name] and am grateful for the opportunity to do so.

Sincerely,

[Your Name]