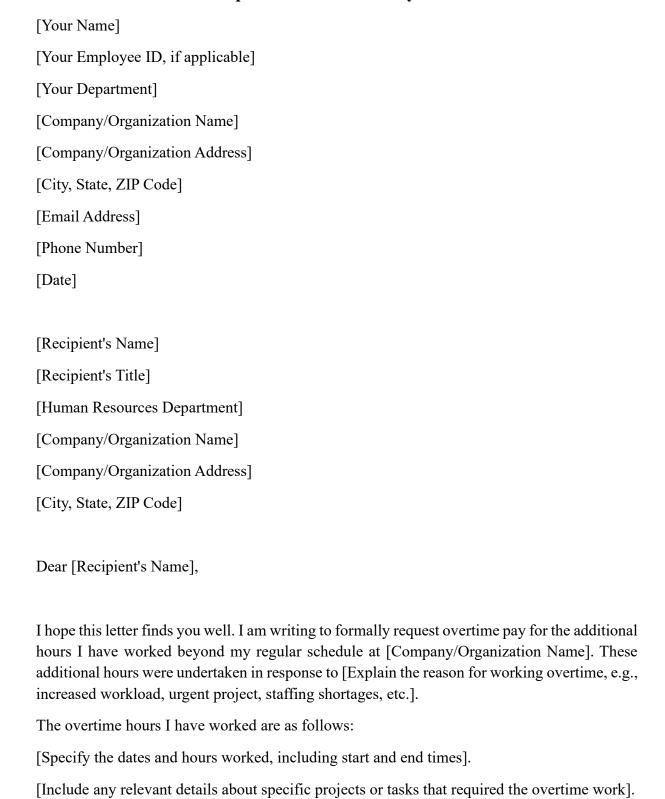
Request for Overtime Pay



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]