

# Overtime Request Letter

[Your Name]

[Contact Info.]

[Date of Letter]

Dear [Name],

I am writing to formally request that my number of working hours be increased. Due to [Reason], I am committed to maintaining the high standards of our work and ensuring that all deliverables are completed accurately and on time. I have evaluated my current workload and believe that the additional hours will allow me to manage both my regular responsibilities and the extra tasks effectively.

Please let me know if you require any additional information or if there are any specific procedures I need to follow to facilitate this request.

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

Sincerely,

[Your Name]

[Your Signature (if submitting a hard copy)]