

[Your Name]  
[Your Job Title]  
[Your Department]  
[Your Company]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Manager's Name]  
[Manager's Job Title]  
[Manager's Department]  
[Company Name]

Dear [Manager's Name],

Subject: Justification for Overtime Pay

I hope this message finds you well. I am writing to formally request consideration for overtime pay for the additional hours worked during the period of [start date] to [end date].

During this period, I [briefly describe the project or task], which required me to exceed my standard working hours to ensure successful completion. The additional time was necessary due to [explain reasons such as tight deadlines, increased workload, special projects, etc.]. To provide a clearer picture, I have attached a detailed log of the hours worked, along with a breakdown of tasks completed during overtime. I believe that the extra hours contributed significantly to [mention any positive outcomes, achievements, or benefits to the company].

Thank you for considering my request. I look forward to your understanding and support regarding this matter.

Best regards,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Job Title]