

[Your Name]  
[Your Job Title]  
[Your Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Job Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request justification for my overtime pay for the additional hours I worked during [specific period or project name]. During this period, I put in [number of overtime hours] hours of overtime beyond my regular schedule to ensure [explain reason, e.g., project deadlines, increased workload, etc.]. The additional hours were necessary to maintain productivity and meet the expectations of our clients.

I have attached [include any supporting documents if applicable, e.g., timesheets, project reports, emails, etc.] that detail my overtime hours and the tasks I completed during that time.

I appreciate your attention to this matter and look forward to your approval of my request for overtime compensation.

Thank you for your consideration.

Sincerely,

[Your Name]  
[Your Job Title]