

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

Dear [Recipient's Name],

Subject: Overtime Approval for Security Guard(s)

I hope this message finds you well. This letter is to formally request approval for overtime hours for our security guard(s) due to [reason for overtime, e.g., increased activity, special event, etc.].

Details of the requested overtime are as follows:

- **Employee Name(s):** [Name(s) of the security guards]
- **Date(s) of Overtime:** [Specific date or range]
- **Total Hours Requested:** [Total number of hours]
- **Reason for Overtime:** [Brief description of why overtime is necessary]

We believe that this overtime is essential to maintain safety and security during this period. We appreciate your prompt attention to this matter and look forward to your approval.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]