

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

Dear [Manager's Name],

I am writing to formally request approval for extra hours to be worked during the upcoming [specific period, e.g., week, project]. As our team prepares for [specific project, deadline, or event], I believe that additional hours will allow me to contribute more effectively and ensure our goals are met.

I am available to work from [start time] to [end time] on [specific days], and I will ensure all tasks are prioritized and completed on time. Thank you for considering my request. I look forward to your approval.

Sincerely,

[Your Name]  
[Your Job Title]