

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Labour Department]
[Department Address]
[City, State, Zip Code]

Subject: Request for Overtime Pay

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request an investigation regarding my overtime pay associated with my employment at [Company Name].

Employee Details:

- Name: [Your Name]
- Employee ID: [Employee ID]
- Position: [Your Position]
- Department: [Your Department]
- Duration of Employment: [Start Date] to Present

Details of Overtime Hours:

- Dates of Overtime: [List specific dates]
- Total Overtime Hours Worked: [Total hours]
- Expected Overtime Compensation: [Amount]

I believe that my overtime hours have not been compensated in accordance with labor laws and my employment contract. I have attached relevant documents to support my claim, including time sheets and pay stubs.

I am requesting your assistance in resolving this matter promptly. Please let me know if you require any additional information.

Thank you for your attention to this issue. I look forward to your prompt response.

Sincerely,

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