

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Name	Date	Return address:
Address Line		Company
City, State Zip Code		Address Line 1
		Address Line 2
		City, State Zip Code

Re: Approval of Overtime

Dear :

We are so happy that you approached us with the request for overtime. We do need some additional help. I have scheduled you for the additional available time that you requested. If you have any questions, please do not hesitate to contact me.

Sincerely,

N A M E