

Date: [Insert Date]

To: [Manager Name]

Company: [Client Company Name]

**Subject: URGENT: Missing Timesheet Approval for Week Ending [Date]**

Dear [Manager Name],

This is a follow-up regarding the weekly timesheet submitted by [Employee Name] for the period ending [Date].

Our records indicate that this timesheet is currently awaiting your digital approval. As this document is required to process the upcoming billing cycle and ensure timely payment, we kindly request that you review and approve the hours at your earliest convenience.

**Timesheet Details:**

- Employee: [Employee Name]
- Period: [Start Date] to [End Date]
- Total Hours: [Number of Hours]

If you have any questions regarding the hours logged or if there is an issue preventing approval, please let us know immediately.

Thank you for your prompt attention to this matter.

Best regards,

[Your Name]

[Your Title/Department]

[Your Contact Information]