

Current Date: [Date]

[Recipient Name]

[Company Name]

[Address Line 1]

[Address Line 2]

RE: Authorized Weekly Timesheet and Overtime Billing - [Employee Name]

Dear [Recipient Name],

Please find attached the itemized weekly timesheet for [Employee Name] for the period of [Start Date] to [End Date].

As per our prior agreement, this statement includes [Number] hours of authorized overtime. The breakdown of charges is as follows:

- Regular Hours: [Number] hours @ \$[Rate] = \$[Total]
- Overtime Hours: [Number] hours @ \$[OT Rate] = \$[Total]
- **Total Amount Due: \$[Grand Total]**

All overtime hours listed were pre-approved by [Name of Approving Manager] on [Date of Approval].

Please process this payment according to our standard billing terms. If you have any questions regarding these entries, please contact me directly at [Phone Number] or [Email Address].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]