

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company/Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Work Authorization

I hope this letter finds you well. I am writing to formally request work authorization for [Employee's Full Name], who is currently employed as [Employee's Position] at [Your Company Name].

[Employee's Full Name] has been a valuable member of our team since [Employee's Start Date], and we are seeking to [briefly explain the purpose of the work authorization, e.g., expand their role, assign them to a specific project, etc.].

We believe that granting this work authorization will not only benefit [Employee's Name]'s professional development but also enhance our team's capabilities and ultimately contribute to the objectives of [Recipient's Company/Organization].

Please find enclosed the relevant documents supporting this request, including [list any documents you are attaching, e.g., job description, employment verification, etc.].

We kindly request your prompt attention to this matter, and we appreciate your cooperation. Please let us know if you need any additional information or documentation to expedite this process.

Thank you for your assistance.

Sincerely,

[Your Full Name]

[Your Position]

[Your Company Name]

[Your Contact Information]