

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

[Date]  
[Recipient Name]  
[Recipient's Job Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request work authorization for [Employee/Individual Name] who has been offered a position as [Job Title] at [Company Name] starting on [Start Date]. This letter serves to confirm that we would like to hire [him/her/them] for the duration of [duration of employment or project].

[Employee/Individual Name]'s [mention position] will involve [brief description of job responsibilities].

Please find attached the necessary documentation required for processing the work authorization. We appreciate your assistance in expediting this request. If you need any further information or clarification, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Job Title]  
[Company Name]  
[Company Phone Number]