

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

[Recipient Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request work authorization to enable me to [briefly explain the purpose, e.g., "begin my employment with [Company Name]" or "continue my work as [Your Position]"].

My details are as follows:

- Full Name: [Your Full Name]
- Position: [Your Job Title]
- Start Date: [Proposed Start Date]

I appreciate your consideration of my request and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]