

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

[Recipient Name]
[Recipient Title]
[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 approval for my work permit application submitted on [date of application submission].

I have attached the necessary documentation including my completed application form, proof of employment offer from [Company/Organization Name], and any required identification. I believe that my skills and experiences align well with the requirements for this position and I am eager to contribute to the team's success.

Thank you for considering my request. If you need any additional information or documents, please do not hesitate to contact me.

Sincerely,

[Your Name]
[Your Job Title (if applicable)]