

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request work authorization for my position at [Company/Organization Name].

[Briefly explain your current situation, including your current work status and why you need the authorization.]

I believe that receiving this work authorization is crucial for my continued contributions to the team. I am deeply committed to [Company/Organization Name] and am eager to continue my work without interruption.

[Include any relevant attachments or documentation to support your request.]

Thank you for considering my request. I appreciate your support and assistance in this matter, and I look forward to your positive response.

Sincerely,

[Your Name]  
[Your Job Title]