

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

[Recipient's Name]
[Recipient's Title]
[Company's Name]

[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request work authorization for [specific role or project] at [Company's Name]. I believe that my [briefly mention qualifications or experience relevant to the role] makes me a suitable candidate for this position.

As you are aware, I am currently in the process of [mention any relevant immigration status or process], and obtaining work authorization is crucial for me to contribute effectively to the team. I have attached all necessary documentation to support my request.

Thank you for considering my application. I look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position (if applicable)]