

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

Dear [Recipient Name],

I am writing to formally request work authorization for [specific job title or position] at [Company Name]. I am excited about the opportunity to contribute to your team and am eager to begin work pending the necessary authorization.

To support my request, I have attached [list any relevant documents, such as application forms, identification, or previous authorization details]. I appreciate your assistance in this matter and am looking forward to your prompt response.

Thank you for your attention to this request.

Sincerely,

[Your Name]  
[Your Job Title, if applicable]