

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]  
Subject: Request for MX Work Permit

Dear [Recipient Name],

I hope this letter finds you well.

I am writing to formally request a work permit for my employment with [Company/Organization Name] in Mexico. I am [Your Position/Title] and have been offered a position that requires my skills and expertise.

The details of my intended employment are as follows:

- Position: [Job Title]
- Proposed Start Date: [Start Date]
- Duration of Employment: [Duration]
- [Additional relevant details about the role]

I have attached the necessary documentation to support my application, including:

1. Copy of my passport
2. Employment offer letter
3. Curriculum Vitae/Resume
4. [Any other documents required]

I would greatly appreciate your assistance in facilitating this process as it would allow me to contribute effectively to [Company/Organization Name] and the projects ahead.

Thank you for considering my request. I am looking forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Company/Organization Name]