

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

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

Dear [Recipient's Name],

I am writing to formally request support for my application for a work permit in New Zealand. I have received a job offer for the position of [Job Title] at [Company's Name], and I am seeking assistance in obtaining the necessary documentation for my work permit application.

The role involves [briefly describe job responsibilities] and aligns with my expertise in [your field or area of specialization]. I am excited about the opportunity to contribute to [Company's Name] and further develop my skills while adding value to your team.

I have attached all relevant documents, including my job offer letter, curriculum vitae, and any additional information required for the work permit application process.

Thank you for considering my request. I look forward to your support and guidance in obtaining the work permit.

Sincerely,
[Your Name]