

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

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

Dear [Recipient Name],

I am writing to formally request a work permit for my employment with [Company Name] in New Zealand. I have been offered the position of [Job Title] and am excited about the opportunity to contribute to your esteemed organization.

My [briefly describe your qualifications, e.g., experience, skills relevant to the position], aligns well with the requirements of the job. I have attached my resume and other necessary documents for your review. I understand that obtaining a work permit involves several steps, and I am committed to fulfilling all the necessary requirements. I kindly request your assistance in this matter, particularly regarding any specific documents or additional information you may require from my side.

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

Sincerely,

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