

[Your Name]

[Your Address]

[City, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Immigration NZ]

[Address of Immigration NZ Office]

[City, Zip Code]

Subject: Request for Extension of Work Permit

Dear Sir/Madam,

I hope this letter finds you well. I am writing to formally request an extension of my current work permit, which is set to expire on [expiration date].

I am currently employed at [Company Name] as a [Your Job Title] and have greatly enjoyed my time working here. My current role has allowed me to [briefly describe your contributions and the importance of your role]. Due to [reason for extension, e.g., ongoing projects, need for continued employment], I kindly request an extension of my work permit for an additional [duration you are requesting, e.g., six months].

Enclosed with this letter are supporting documents, including [list any documents you are attaching, e.g., payslips, employer's letter, etc.]. Thank you for considering my request. I look forward to your positive response.

Yours sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Work Permit Number]