

[Your Name]

[Your Address]

[City, Postcode]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Department of Immigration]

[Address]

[City, Postcode]

Dear [Recipient's Name],

Subject: Application for Work Permit

I am writing to formally apply for a work permit to [briefly state the purpose, e.g., accept employment with XYZ Company in New Zealand].

[Paragraph 1: Introduce yourself, your background, and the job you are applying for. Include any relevant skills or experiences that support your application.]

[Paragraph 2: Clearly state your reasons for wanting to work in New Zealand, including any ties to the community or industry.]

[Paragraph 3: Mention any documentation you have attached to support your application, such as a job offer, CV, and references.]

I appreciate your consideration of my application. I am looking forward to the opportunity to contribute my skills to [Company/Industry] in New Zealand.

Thank you for your time.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]