

[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],

Subject: Work Permit Request

I hope this letter finds you well. I am writing to formally request a work permit to be employed at [Company/Organization Name] in New Zealand.

I have been offered the position of [Job Title] and am eager to contribute my skills and experience to your esteemed organization.

I have attached my resume, offer letter, and any additional documents required for your review. I believe that my experience in [Your Field/Industry] and my [specific skills or qualifications] align well with the needs of your team.

I appreciate your attention to this matter and look forward to your supportive response.

Thank you for considering my request.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]