

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Application for Work Permit

I am writing to formally apply for a work permit as I have been offered a position as [Job Title] with [Company Name]. My start date is scheduled for [Start Date], and I am excited about the opportunity to contribute to your team.

I have attached all the required documentation, including my employment offer letter, proof of identity, and any relevant certifications, as specified by the work permit requirements.

I appreciate your consideration of my application and look forward to your positive response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]