

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

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

Subject: TPS Request for Work Permit

Dear [Recipient's Name],

I am writing to formally request a Temporary Protected Status (TPS) work permit. I am currently residing in the United States under TPS due to [mention the specific country and reason for TPS]. My current work authorization is set to expire on [expiration date], and I am seeking to renew my work permit to continue my employment as [your job title] at [company name].

I have attached the necessary documentation to support my request, including:

1. Copy of my current TPS approval notice
2. Form I-765 Application for Employment Authorization
3. Any additional required supporting documents

I appreciate your timely consideration of my request, and I look forward to your prompt response. Should you need any further information, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]