

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

[HR Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [HR Manager's Name],

Subject: Request for UAE Work Permit

I hope this message finds you well. I am writing to formally request your assistance in obtaining a work permit for my employment in the United Arab Emirates.

As per our discussions, I have been offered a position as [Your Job Title] at [Company's Name], and my start date is scheduled for [Start Date]. To proceed with the necessary legal formalities, I kindly ask for your support in initiating the work permit application process.

I understand that the documentation required may include my passport copy, educational certificates, and a medical fitness certificate. Please let me know if there are any additional documents needed on my part.

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

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Job Title]