

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

[Recipient's Name]
[Recipient's Position]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a work permit for my employment in the United Arab Emirates. I have been offered a position as [Job Title] at [Company Name], scheduled to commence on [Start Date].

In accordance with the regulations governing employment in the UAE, I kindly ask for your assistance in processing my work permit application. I understand that all necessary documentation has been provided, including [list any attached documents, e.g., passport copies, educational qualifications, job offer letter, etc.].

I appreciate your prompt attention to this matter, as obtaining the work permit is crucial for me to begin my role and contribute to the success of [Company Name]. Please let me know if further information or documentation is required.

Thank you for your consideration. I look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]