

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

Dear [Recipient's Name],

Subject: Request for UAE Work Permit Extension

I hope this message finds you well. I am writing to formally request an extension of my work permit, which is set to expire on [expiration date]. My current role as [Your Job Title] at [Company Name] has allowed me to contribute significantly to our projects and goals, and I am eager to continue my work here.

Due to [brief explanation of reasons for extension, e.g., ongoing projects, need for further training, etc.], I believe that extending my work permit would be beneficial not only for my professional growth but also for the company.

I kindly ask for your support in facilitating this process. If any documentation or further information is required, please do not hesitate to let me know.

Thank you for considering my request. I am looking forward to your positive response.

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]