

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

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

Subject: Application for UAE Work Permit

Dear [Recipient's Name],

I am writing to formally apply for a UAE work permit to facilitate my employment as [Your Job Title] with [Company's Name]. I am excited about the opportunity to contribute to [Company's Name] and believe that my skills and experiences align well with the needs of the organization. As per the regulations set forth by the UAE Ministry of Human Resources and Emiratisation, I have attached the necessary documentation required for this application, including:

1. A copy of my passport
2. A recent photograph
3. Employment contract
4. Educational certificates
5. Medical fitness certificate

I kindly request your assistance in processing my application at your earliest convenience. Should you need additional information or documents, please do not hesitate to contact me.

Thank you for considering my application. I look forward to your favorable response.

Warm regards,

[Your Signature (if sending a hard copy)]

[Your Typed Name]

[Your Job Title (if applicable)]

[Company's Name (if applicable)]