

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Employer's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Employer's Name],

Subject: Application for Work Permit

I hope this letter finds you in good health. I am writing to formally request a work permit to enable me to commence employment with [Company Name] as a [Job Title].

[Briefly explain your current situation, your qualifications, and why you are seeking the work permit.]

I am excited about the opportunity to contribute to [Company Name] and to be a part of your esteemed team.

Please find the necessary documents attached for your review:

1. Copy of Passport
2. Curriculum Vitae
3. Educational Certificates
4. Employment Offer Letter
5. Any other relevant documentation

Thank you for considering my application. I look forward to your prompt response to facilitate the processing of my work permit.

Yours sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position, if applicable]