

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

[Recipient Name]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Subject: Application for Work Permit

Dear [Recipient Name],

I am writing to formally apply for a work permit to [Country/Region Name] as I have been offered a position as [Job Title] with [Company Name].

Details of my employment are as follows:

- Job Title: [Job Title]
- Employment Start Date: [Start Date]
- Duration of Employment: [Duration]
- Salary: [Salary Details]

I have enclosed the necessary documentation, including:

1. A copy of my job offer letter.
2. A copy of my resume.
3. Copies of my qualifications and certifications.
4. [Any other relevant documents].

I kindly request your assistance in processing my work permit application at your earliest convenience. I am eager to contribute my skills and experience to [Company Name] and am looking forward to the opportunity.

Thank you for your attention to my application. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]