

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

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

Subject: Application for Work Permit Renewal

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request the renewal of my work permit, which is set to expire on [expiration date]. I have been employed as a [your job title] at [company/organization name] since [start date], where I have [briefly describe your responsibilities and contributions]. My work has greatly contributed to [mention any relevant achievements or projects].

As my current work permit is nearing its expiration, I kindly request that you assist me in the renewal process. I am committed to continuing my employment and contributing to the ongoing success of [company/organization name].

Enclosed are all required documents, including [list any enclosed documents, e.g., current work permit, employment verification letter, etc.].

Thank you for considering my application. Please let me know if you need any additional information or documentation. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Job Title]
[Company/Organization Name]