

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

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

Dear [Recipient Name],

I am writing to formally request a work permit for [Employee's Name], who has been offered employment as a [Job Title] at [Company/Organization Name].

[Employee's Name] has the skills and qualifications necessary for this position, and their employment will significantly contribute to our team and overall business objectives.

We have undertaken all necessary steps to comply with the relevant labor regulations and are keen to ensure that the process for obtaining the work permit is as smooth as possible.

Attached to this letter, you will find all required documentation, including [list of documents e.g., offer letter, employee qualifications, etc.].

Thank you for considering this application. Should you require any further information or assistance, please do not hesitate to contact me directly.

Sincerely,

[Your Name]
[Your Job Title]
[Company/Organization Name]
[Company Phone Number]
[Company Email Address]