

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

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

Dear [Recipient's Name],

I am writing to formally apply for a work permit to [briefly explain reason for work permit; e.g., "join your team as a Software Engineer"]. I have [mention any relevant experience or qualifications briefly]. Attached are the necessary documents to support my application. I am eager to contribute to [Company Name] and hope for your favorable consideration.

Thank you for your time and assistance.

Sincerely,  
[Your Name]