

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

[Recipient's Name]
[Recipient's Position]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Application for Work Permit Submission

I am writing to formally submit my application for a work permit as part of my employment process with [Company's Name]. I have attached all required documentation, including [list any documents such as your resume, identification, etc.], and completed forms as requested.

I am excited about the opportunity to contribute to [Company's Name] and am eager to comply with all necessary regulations to secure my work permit. I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention to my application. Please feel free to contact me at [your phone number] or [your email address] if you require further information.

Sincerely,

[Your Name]
[Your Job Title (if applicable)]
[Your Department (if applicable)]