

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Address]

[City, State, Zip Code]

Subject: Work Permit Application

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally submit my application for a work permit to [provide a brief description of the position and company].

[Provide a brief introduction of yourself, including your qualifications, relevant experience, and the reason you are applying for the work permit.]

Attached to this correspondence, you will find the necessary documents required for the application process, including:

1. [Document 1]
2. [Document 2]
3. [Document 3]

I appreciate your attention to my application and look forward to your positive response. Should you require any additional information or further documentation, please do not hesitate to contact me at your earliest convenience.

Thank you for your consideration.

Sincerely,

[Your Name]