

[Your Company's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Work Permit Application for [Employee's Name]

I am writing to formally request a work permit for our employee, [Employee's Name], who has been offered a position as [Job Title] at [Your Company Name].

[Employee's Name] is [provide brief background or qualifications] and will be essential to our team in [describe the role and its importance]. This position is located at [work location], and we believe that [Employee's Name] possesses the skills necessary to fulfill the job requirements effectively.

We understand the necessary steps for the issuance of a work permit and are fully committed to complying with all relevant regulations and requirements. Attached to this letter, you will find all required documentation, including [list any attachments, such as application forms, proof of employment, etc.].

We appreciate your prompt attention to this matter and look forward to your positive response regarding [Employee's Name]'s work permit application. Should you require any further information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]