

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

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

Subject: Request for Professional Work Permit

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a professional work permit to [briefly explain the purpose, e.g., "conduct [specific job or project] in [location]"].

****Details of the Request:****

- ****Applicant Name:**** [Your Full Name]
- ****Position:**** [Your Job Title]
- ****Company:**** [Your Company Name]
- ****Duration of Work:**** [Start Date] to [End Date]
- ****Location:**** [Location of Work]

I have attached the necessary documentation to support my application, including [list any attached documents, e.g., "my resume, job offer letter, and any required certifications"].

I appreciate your consideration of my request and look forward to your positive response. Should you require any additional information or further documentation, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Job Title]
[Your Company Name]
[Your Signature (if sending a hard copy)]