

**\*\*Work Permit Request Template\*\***

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**\*\*[Your Name]\*\***

**\*\*[Your Position]\*\***

**\*\*[Your Department/Company Name]\*\***

**\*\*[Your Contact Information]\*\***

**\*\*[Date]\*\***

**\*\*To:\*\***

**\*\*[Recipient's Name]\*\***

**\*\*[Recipient's Position]\*\***

**\*\*[Department/Company Name]\*\***

**\*\*[Recipient's Contact Information]\*\***

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**\*\*Subject:\*\* Work Permit Request**

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**\*\*Dear [Recipient's Name],\*\***

I am writing to formally request a work permit for [Employee's Name], who is currently [Employee's Position] in our department.

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

- **\*\*Employee's Full Name:\*\*** [Employee's Name]

- **\*\*Job Title:\*\*** [Employee's Position]

- **\*\*Department:\*\*** [Employee's Department]

- **\*\*Work Location:\*\*** [Location of Work]

- **\*\*Duration of Work Permit:\*\*** [Start Date] to [End Date]

- **\*\*Reason for Request:\*\*** [Brief explanation of why the work permit is needed]

**\*\*Justification:\*\***

[Provide a detailed explanation as to why the work permit is necessary and how it aligns with company objectives or legal requirements.]

**\*\*Attached Documents:\*\***

[List any attached documents, such as identification, supporting letters, etc.]

I appreciate your prompt attention to this request. Please let me know if you require any further information or documentation.

Thank you for your consideration.

**\*\*Sincerely,\*\***

[Your Name]

[Your Position]

[Your Contact Information]

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