

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title/Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request a work permit for the position of [Job Title] at [Company/Organization Name]. I am excited about the opportunity to contribute to your team and bring my skills in [Your Field/Expertise] to [specific goals or projects related to the role].

I have attached the necessary documents, including my resume, proof of qualifications, and any other required forms. I understand that the work permit application process can be thorough, and I am committed to providing all information needed to expedite the process.

Thank you for your attention to this matter. I look forward to your prompt response and the opportunity to discuss my application further.

Sincerely,

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