

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

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

Dear [Recipient's Name],

Subject: Work Authorization Letter

I am writing to formally request authorization to work at  
[Company/Organization Name] as [Position Title]. This letter serves to  
confirm my eligibility and authorization to commence work starting on  
[Start Date].

I have attached the necessary documentation to support my application,  
including [List of Documents Attached].

Thank you for your attention to this matter. Please feel free to contact  
me at [Your Phone Number] or [Your Email Address] if you have any  
questions or require further information.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Job Title] (if applicable)

Attachments: [List of Attached Documents]