

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

Dear [Recipient Name],

I am writing to express my interest in applying for a work permit to [Country/Region], as I have received an employment offer from [Company Name] for the position of [Job Title]. I am excited about the opportunity to contribute my skills and experience to your team.

I have [number] years of experience in [your field/industry] and believe that my background in [specific skills or experiences relevant to the job] will be an asset to [Company Name]. I have attached the necessary documents to support my application, including my employment contract and proof of qualifications.

I am eager to comply with all requirements in a timely manner and appreciate your guidance throughout this process. Thank you for considering my application. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]