

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

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

Dear [Recipient's Name],

Subject: Application for Work Permit

I am writing to formally apply for a work permit to be able to [state the purpose of the work, e.g., "work in the position of Marketing Manager at XYZ Company"]. I believe that my skills and experience make me a suitable candidate for this role.

I have attached the required documents, including my resume, copies of my qualifications, and any other necessary paperwork. I am eager to bring my expertise in [briefly mention relevant experience or skills] to your esteemed organization.

Thank you for considering my application. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]