

[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 Permit Request

I am writing to formally request a work permit to enable me to [briefly state the purpose of the work permit and the position you are applying for]. This opportunity is vital for my professional development and will contribute positively to [mention how your work will benefit the company/organization].

I have attached the necessary documentation, including [list documents such as job offer letter, identification, qualifications, etc.].

Thank you for considering my request. I am looking forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Job Title (if applicable)]
[Your Company Name (if applicable)]