

[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: Application for Comprehensive Work Permit

I am writing to formally apply for a comprehensive work permit to [state the purpose - e.g., work for a specific employer, engage in a certain occupation].

[Paragraph 1: Introduce yourself, your current status, and your reason for applying.]

[Paragraph 2: Detail your qualifications, including education, work experience, and relevant skills.]

[Paragraph 3: Explain why you are seeking this work permit, including any specific job offers or opportunities.]

[Paragraph 4: Mention your understanding of, and commitment to complying with, local laws and regulations regarding employment.]

[Paragraph 5: Provide any additional information or documentation, such as references, certifications, or proof of employment.]

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]