

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

Dear [Recipient Name],

I am writing to formally request the approval of my work permit application, submitted on [Date of Application Submission].

I have been offered a position as [Job Title] at [Company Name], and I believe that this opportunity aligns perfectly with both my professional skills and career goals. I have attached all the necessary documents and requirements as specified in the application guidelines.

I appreciate your consideration of my application and look forward to your positive response. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information or clarification.

Thank you for your time and assistance.

Sincerely,

[Your Name]
[Your Job Title] (if applicable)