

[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],

I am writing to formally apply for a work permit to [mention the specific job position or purpose]. I have [briefly mention your qualifications and experience relevant to the job].

I understand that obtaining a work permit requires compliance with local regulations and I am committed to fulfilling all necessary requirements.

[Mention any specific documents or information you are including with your application, if applicable].

I am very eager to contribute my skills to [Company/Organization Name] and look forward to the opportunity to be part of your team.

Thank you for considering my application. I am available for a discussion at your earliest convenience.

Sincerely,  
[Your Name]