

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

[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally request a work permit for my employment with [Company's Name]. My position as [Your Job Title] will commence on [Start Date], and I am eager to contribute to the team.

Please find attached the necessary documents, including my job offer letter and any required identification. I appreciate your assistance in facilitating the work permit application process.

Thank you for your support. Should you need any additional information or documents, please feel free to contact me.

Sincerely,

[Your Name]
[Your Job Title]
[Your Department]
[Company's Name]