

[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 hope this letter finds you well. I am writing to inquire about the status of my work permit application submitted on [application date]. My application reference number is [reference number].

I would appreciate any updates you can provide regarding the processing timeline and any additional information or documents you may require from my side.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]