

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the renewal of my work permit, which is set to expire on [expiration date]. I have been employed at [Company Name] as a [Your Position] since [Start Date], and I have greatly valued the opportunities and experiences that my role has provided me. I am eager to continue contributing to the team and the organization.

I have enclosed all necessary documentation to support my application for renewal, including:

- Current work permit
- Employment verification letter from [Company Name]
- [Any other relevant documents]

Please let me know if you require any additional information or if there are any further steps I need to complete to facilitate this process. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your time and assistance.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]