

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

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Professional Work Permit

I am writing to formally request a professional work permit to facilitate my employment at [Company/Organization Name] as [Job Title] starting from [Start Date]. My qualifications and experience align well with the requirements of the role, and I am eager to contribute to the team.

I have attached all the necessary documents, including my resume, educational certificates, and any other required forms.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position (if applicable)]

[Your Signature (if sending a hard copy)]