

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

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Subject: Request for Work Permit Extension

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request an extension of my work permit, which is set to expire on [expiration date]. My current position as [your job title] at [company/organization name] has allowed me to contribute significantly to [briefly mention contributions or achievements]. Due to [provide reason for extension request, e.g., ongoing projects, personal circumstances], I believe that extending my work permit is essential for my continued contribution to the team.

I kindly ask for your assistance in processing my application for the work permit extension. I am willing to provide any additional information or documentation needed to facilitate this process.

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

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Job Title]
[Company/Organization Name]