

[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]

Dear [Recipient Name],

Subject: Work Permit Justification Letter

I am writing to provide justification for the issuance of a work permit for [Employee's Name], who is applying for a [specific type of work permit] to work as a [Job Title] at [Company Name].

[Begin with a brief introduction of the employee, including their qualifications, skills, and experience related to the position.]

[Explain the need for the employee to hold the work permit, emphasizing the unique skills or qualifications they possess that are essential for the position.]

[Detail the efforts made to recruit locally, including any recruitment campaigns or interviews conducted, indicating why no suitable local candidate was found.]

[Discuss the significance of hiring the employee for the company's projects or goals and how their work will contribute to the organization's success.]

[Conclude with a statement of support for the employee's work permit application, emphasizing your commitment to compliance with all relevant laws and regulations.]

Thank you for considering this justification. Should you require any further information, please do not hesitate to contact me.

Sincerely,

[Your Name]  
[Your Title]  
[Company Name]  
[Company Phone Number]