

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

Dear [Recipient's Name],

I am writing to formally request a work permit for [specific type of work or role] at [Company/Organization Name]. I am eager to contribute my skills in [your area of expertise] and believe that my experience in [briefly describe relevant experience] aligns well with the company's goals.

Enclosed with this letter are the required documents, including my resume, identification, and any additional forms as per the application guidelines. I am committed to adhering to all regulations and requirements necessary for the approval of this permit.

I appreciate your consideration of my request and look forward to the opportunity to discuss my application further. Please feel free to contact me at [phone number] or [email address] if you need any additional information.

Thank you for your time and consideration.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]