

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

Dear [Recipient Name],

Subject: Application for Work Permit Extension

I am writing to formally request an extension of my work permit, which is set to expire on [expiration date]. I have been working at [Company Name] as a [Your Job Title] since [Start Date] and have greatly enjoyed being part of the team.

Due to [reason for extension request, e.g., ongoing project, personal circumstances], I would like to continue my employment and contribute to [Company/Organization Name]. My continued role is vital for [briefly state the significance of your role or project].

Enclosed with this letter are the necessary documents to support my application, including:

1. A copy of my current work permit
2. A letter from my employer confirming my employment and the need for extension
3. Any other required documentation

I appreciate your consideration of my request and look forward to your positive response. Should you need any further information or clarification, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Job Title]