

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

[Recipient's Name]  
[Title]  
[Department/Office Name]  
[Company/Organization Name]  
[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Work Permit Extension

I hope this letter finds you well. I am writing to formally request an extension of my current work permit, which is set to expire on [expiration date].

As you are aware, I have been employed in the position of [Your Job Title] at [Company Name] since [Start Date]. During my time here, I have gained valuable experience and contributed to [mention any significant projects or achievements].

I am seeking an extension to continue my work in [explain your need for the extension, e.g., ongoing projects, personal circumstances]. I believe that an extension would not only benefit me but also [mention how it would benefit the company or team].

I have attached the necessary documents and completed forms required for the extension process. I would greatly appreciate your assistance in expediting this request.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Job Title]