

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

Dear [Recipient Name],

Subject: Request for Extension of Work Permit

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 [expiry date]. I have been employed at [Company Name] as a [Your Position] since [Start Date], and my work has primarily involved [brief description of your job responsibilities]. Working at [Company Name] has significantly contributed to my professional growth, and I am eager to continue contributing to the team.

Due to [reason for extension request, e.g., ongoing projects, need for further residency, etc.], I kindly request an extension of my work permit for an additional [duration of extension requested]. I believe that this extension will allow me to complete my current commitments and make further contributions to [Company Name].

Enclosed with this letter are the necessary documents supporting my request. I appreciate your attention to this matter and look forward to your positive response.

Thank you for considering my request. Should you need any further information or clarification, please do not hesitate to contact me.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Company Name]