

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

Dear [Employer's Name],

I hope this message finds you well. I am writing to formally request an extension of my work permit, which is set to expire on [expiration date]. As you know, my role as [your job title] at [Company's Name] has been both fulfilling and productive, and I am eager to continue contributing to our team's success.

My current work permit allows me to contribute my skills and expertise, and extending it will enable me to pursue ongoing projects and support our objectives in the upcoming months. I have greatly enjoyed my time working here and am committed to our shared goals.

I would appreciate your support in this matter and any assistance you can provide in facilitating the extension process. Should you need any additional information or documentation, please let me know.

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

Sincerely,

[Your Name]
[Your Job Title]