

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

Dear [Recipient Name],

Subject: Request for Work Permit Extension

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 [expiration date]. My current position as [your job title] at [company name] has been a valuable opportunity for my professional growth and contributions to the team.

Due to [reason for extension request, e.g., ongoing projects, personal circumstances], I would greatly appreciate your assistance in facilitating the extension of my work permit. I believe that with additional time, I can continue to make significant contributions to [company name] and complete ongoing tasks effectively.

I have attached the necessary documents for your review, including [list any attached documents, e.g., copies of current work permit, employment verification, etc.].

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

Sincerely,

[Your Name]  
[Your Job Title]  
[Company Name]