

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Department/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 current work permit, which is scheduled to expire on [expiration date]. I have been employed with [Company Name] as a [Your Job Title] since [start date], and I wish to continue contributing to the organization and its goals.

During my time at [Company Name], I have successfully [mention any key achievements or contributions], and I am eager to further my professional development and continue supporting the team. Given the nature of my role and ongoing projects, an extension of my work permit would greatly benefit both my employer and the organization.

I have attached all the necessary documents to support my request for a work permit extension, including [list of attached documents such as current work permit, employment verification letter, etc.]. I sincerely hope for your favorable consideration of my application.

Thank you for your attention to this matter. I look forward to your positive response.

Sincerely,

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