

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

Dear [Recipient's Name],

Subject: Request for Extension of Work Permit

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]. I have thoroughly enjoyed my time working at [Company/Organization Name] as a [Your Position] and believe that my continued presence can greatly contribute to ongoing projects and company goals. Since my arrival, I have [briefly mention key contributions or achievements].

I am seeking an extension for an additional [duration you are requesting] to ensure the smooth continuation of my work. I have attached all necessary documents to support my request.

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

Sincerely,

[Your Name]
[Your Position]
[Company/Organization Name]