

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

Dear [Recipient Name],

I am writing to formally request an extension of my work permit, which is set to expire on [expiration date]. I have greatly valued my time at [Company Name] and am eager to continue contributing to the team as [your position].

Over the past [duration of employment], I have successfully [briefly mention key accomplishments or projects]. I believe that my continued presence at [Company Name] is essential for the ongoing projects, particularly [mention any specific project or responsibility].

I kindly request your assistance in the process of extending my work permit to ensure that there is no interruption in my ability to work. Attached are the necessary documents to support my application for this extension.

Thank you for considering my request. Please let me know if you require any further information or documentation.

Sincerely,

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