

[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],

I am writing to formally request an extension of my work permit, which is set to expire on [expiration date]. I have been employed at [Company/Organization Name] as a [Your Job Title] since [start date] and have greatly appreciated the opportunities for professional growth and development during my tenure.

As a dedicated employee, I have contributed to [mention any significant projects, achievements, or contributions]. I believe my continued presence in the organization will further support our goals and objectives.

I kindly ask that you consider my request for an extension to [new proposed expiration date]. I am committed to providing my best efforts to [Company/Organization Name] and look forward to continuing to collaborate with my team.

Thank you for considering my request. I am hopeful for a positive response and am available to provide any additional information or documentation you may need.

Sincerely,

[Your Name]
[Your Job Title]