

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

Dear [Recipient Name],

Subject: Request for Work Permit Renewal

I hope this message finds you well. I am writing to formally request the renewal of my work permit, which is set to expire on [expiration date]. As you are aware, I have been employed with [Company Name] since [start date], and I have greatly enjoyed working in my position as [your job title]. During my tenure, I have contributed to [mention any significant contributions or projects].

In order to continue my employment and contribute to [Company Name], I kindly ask for your assistance in renewing my work permit. Attached to this letter are the necessary documents required for the renewal process, including [list any attached documents, such as your current work permit, identification, etc.].

Thank you for considering my request. I am looking forward to your positive response and would appreciate any guidance on the next steps in the renewal process.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Job Title]