

[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 hope this message finds you well. I am writing to formally request an extension for my work permit, which is set to expire on [current expiration date]. Due to [briefly explain reason for extension, e.g., ongoing project, personal circumstances], I kindly request that my work permit be extended until [proposed new expiration date].

I have greatly enjoyed my time working at [Company Name] and am eager to continue contributing to the team. I appreciate your consideration of my request and am happy to provide any additional information if needed. Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]  
[Your Job Title/Position]  
[Company Name]