

[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]