

[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],

Subject: Request for Work Permit Extension

I hope this message finds you well. I am writing to formally request an extension of my work permit, which is set to expire on [current expiration date]. Due to [reason for request, e.g., ongoing project, personal circumstances], I am seeking an extension for an additional [duration of extension requested].

During my time at [Company/Organization Name], I have [briefly outline contributions or responsibilities], and I believe that my continued presence can greatly contribute to our team's success.

I have attached all necessary documentation to support my request, including [list any supporting documents, e.g., current work permit, offer letter, etc.]. I appreciate your consideration of my request and am happy to provide any further information needed.

Thank you for your attention to this matter. I look forward to your positive response.

Sincerely,
[Your Name]