

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Department/Organization Name]
[Address]
[City, State, Zip Code]

Subject: Request for Work Authorization Extension

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request an extension of my work authorization, which is set to expire on [expiration date]. My current work authorization is crucial for my continued employment at [Company/Organization Name] as [Your Job Title].

Since [start date of employment], I have been actively engaged in my position and have contributed to [briefly mention key contributions or projects]. I am committed to my role and wish to continue supporting the team and company goals.

I have enclosed relevant documentation to support my request, including [list any attached documents, such as current authorization, employment verification, etc.].

I kindly ask for your assistance and consideration in processing my request for an extension before my current authorization expires. If you need any more information or additional documents, please do not hesitate to contact me.

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

Sincerely,

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