

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

Subject: Application for Work Permit Extension

Dear [Recipient's Name],

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 [expiration date]. My current work permit number is [permit number].

I have been employed at [Company Name] as a [Your Job Title] since [start date] and have thoroughly enjoyed the opportunity to contribute to [brief description of your role or company]. My continued presence is essential for [mention any ongoing projects or reasons why you need the extension]. I respectfully request an extension for [duration of extension sought] to enable me to continue my work without interruption. I have attached all the necessary documents, including [list any supporting documents, such as a copy of your current permit, employment verification, etc.].

Thank you for considering my application. I look forward to your favorable response.

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]