

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

Dear [Recipient Name],

Subject: Justification for Work Permit Extension

I hope this letter finds you well. I am writing to formally request an extension of my work permit, which is set to expire on [Expiration Date]. I would like to provide justification for this request based on the following reasons:

1. ****Ongoing Projects****: I am currently involved in [brief description of projects or duties], which require my continued expertise and involvement for successful completion.
2. ****Impact on Team and Company****: My work significantly contributes to [describe how your role impacts the team or company], and my absence may hinder progress and productivity.
3. ****Professional Development****: Additionally, I am committed to furthering my skills in [mention any relevant training or certifications], which I believe will enhance my contributions to the organization.

I appreciate your consideration of my request for a work permit extension, and I am more than willing to provide any further information needed to support this application. Thank you for your attention to this matter. I look forward to your favorable response.

Sincerely,

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