

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

Dear [Recipient's Name],

Subject: Request for Work Permit Extension

I hope this letter finds you well. I am writing to formally request an extension for my work permit, which is set to expire on [expiry date]. I have been working in [position] at [company name] since [start date], and I believe my contributions have positively impacted our team and the overall goals of the organization. I wish to continue my work and further contribute to the success of our projects.

Given the circumstances [briefly explain reason for extension request, e.g., ongoing project, personal reasons, etc.], I kindly request an extension of my work permit for an additional [number of months/years]. I appreciate your attention to this matter and hope for a favorable response. Thank you for your support and understanding.

Sincerely,

[Your Name]
[Your Job Title]