

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Department/Office Name]  
[Company/Organization Name]  
[Address]  
[City, State, Zip Code]

Subject: Application for Work Permit Renewal

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the renewal of my work permit, which is set to expire on [expiration date]. My current position at [Company Name] as [your job title] has allowed me to contribute to [brief description of your contributions or projects], and I am eager to continue my work here.

I have attached all necessary documents to support my application for renewal, including:

1. Completed application form
2. Copy of current work permit
3. Proof of employment (e.g., employment letter)
4. [Any additional documents required]

I appreciate your attention to this matter and look forward to your prompt response. Please feel free to contact me at [your phone number or email] should you require any further information.

Thank you for considering my request.

Sincerely,

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