

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the renewal of my work visa, which is set to expire on [expiration date].

I have been employed with [Company/Organization Name] as [Your Job Title] since [Start Date] and have greatly enjoyed my role as part of the team. Over the past [duration], I have contributed to [mention any significant projects or achievements], and I am eager to continue my work and contribute further to the organization's goals.

Please find attached the required documents for the visa renewal process, including [list any documents such as your current visa, employment letter, etc.].

I appreciate your assistance in this matter and look forward to your positive response.

Thank you for your attention to this request.

Sincerely,

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