

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

[Date]
[Recipient Name]
[Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Business Work Permit

I hope this message finds you well.

I am writing to formally request a business work permit for [specific purpose, e.g., employment, project, etc.] in [Country/Location] for the period of [Start Date] to [End Date].

[Provide a brief introduction about your business and the need for the work permit. Include any relevant details such as the nature of the work, expected outcomes, and the importance of this opportunity for your business.]

Attached to this letter, you will find all the necessary documentation required for the work permit application, including [list specific documents such as business registration, ID copies, employment contracts, etc.].

I appreciate your consideration of this request and look forward to your positive response. Should you require any further information or clarification, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your Company Name]