

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

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

Dear [Recipient Name],

I am writing to formally apply for a work permit in accordance with [specific regulations or guidelines]. I have been offered a position as [Job Title] at [Company Name], and my start date is scheduled for [Start Date].

I understand the requirements for obtaining a work permit and have enclosed all necessary documentation, including:

- Completed application form
- Copy of my employment offer letter
- Passport photocopies
- Proof of any required qualifications or certifications
- [Any additional documentation required]

I believe that my skills and experience make me a suitable candidate for this position, and I am eager to contribute to [Company Name].

Thank you for considering my application. I look forward to your prompt response.

Sincerely,
[Your Name]