

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

Dear [Recipient Name],

I am writing to formally request a work permit to [reason for permit request, e.g., work in a specific position or for a specific project]. I have [briefly describe your qualifications or previous experience related to the position], and I believe that obtaining a work permit will enable me to contribute effectively to [company/organization name] while complying with all relevant regulations.

Please find attached [any necessary documentation, e.g., application forms, identification, resume, etc.] to support my application.

I appreciate your consideration of my request and look forward to your positive response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]