

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

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

Dear [Recipient's Name],

Subject: Request for Work Permit

I hope this message finds you well. I am writing to formally request a work permit for [specific job title or position] at [Company/Organization Name].

[Provide a brief background about your qualifications and the position you are applying for, including why you are requesting the work permit.]

I am excited about the opportunity to contribute to [Company/Organization Name] and am committed to meeting all requirements necessary for the work permit application.

Please let me know if there are any specific documents or information you need from my side to facilitate this process. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for considering my request.

Sincerely,

[Your Name]

[Your Job Title, if applicable]