

[Your Name]
[Your Position]
[Your Company/Organization Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
[Immigration Office/Agency Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my support for [Applicant's Full Name] in their application for a work permit. [Applicant's Name] has been a valuable asset to our team at [Company/Organization Name] since [Hiring Date], working as [Job Title].

[He/She/They] has demonstrated exceptional skills in [specific skills or accomplishments] and has contributed significantly to [project or goal]. [Applicant's Name]'s expertise in [specific area] and ability to [specific competencies] make [him/her/them] an ideal candidate for the position we are offering.

We believe that granting [Applicant's Name] a work permit will not only benefit our organization but also contribute positively to the local economy and workplace diversity.

Thank you for considering this application. We are confident in [Applicant's Name]'s capabilities and strongly support [his/her/their] pursuit of this opportunity.

Sincerely,

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