

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inquire about the status of my work permit application submitted on [application date] for the position of [job title] at [company name].

As an enthusiastic candidate eager to contribute to [company name], I am eager to know if there has been any progress or if additional information is needed to expedite the process.

Thank you for your attention to this matter. I appreciate your help and look forward to your response.

Sincerely,
[Your Name]