

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

Dear [Recipient's Name],

I hope this letter finds you well.

I am writing to formally request the submission of my work permit application for the position of [Job Title] at [Company Name]. I have attached all necessary documents required for this process, including my identification, resume, and any supporting materials as specified by the application guidelines.

Please let me know if there are any additional requirements or forms that need to be completed. I am eager to contribute to [Company Name] and am hopeful for a positive outcome regarding my work permit application.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Job Title/Position (if applicable)]
[Company Name (if applicable)]