

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

Dear [Recipient's Name],

Subject: Request for Work Permit Renewal

I hope this letter finds you well. I am writing to formally request the renewal of my work permit, which is set to expire on [expiration date]. I have been employed at [Your Company's Name] as a [Your Job Title] since [Start Date], and my experience here has been both fulfilling and productive. Over the past [duration of employment], I have contributed [mention any contributions or achievements], and I am eager to continue my work.

Please find attached the necessary documents to support my application, including:

1. Completed application form
2. Copy of my current work permit
3. Employment verification letter from [Your Company's Name]
4. [Any other supporting documents]

I kindly request your assistance in processing my renewal at your earliest convenience, as I wish to remain compliant with legal employment regulations.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]  
[Your Job Title]  
[Your Company's Name]