

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

Dear [Employer's Name],

I am writing to formally request a work permit to join [Company's Name] as a [Job Title] in [Location/Country]. I am excited about the opportunity to contribute to your team and believe my skills and experience align well with the needs of your organization.

I have [number] years of experience in [your field/industry], and I possess [specific skills or qualifications relevant to the job]. I am particularly drawn to [Company's Name] because of [mention any specific reasons related to the company's mission, culture, or projects].

I understand the importance of adhering to work permit regulations and am committed to providing any necessary documentation and information to facilitate this process. Enclosed are copies of [list any necessary documents you are including, e.g., resume, professional certifications, etc.].

Thank you for considering my request. I look forward to the possibility of joining your talented team and contributing to [Company's Name]. Please feel free to contact me at your earliest convenience to discuss this further.

Sincerely,
[Your Name]