

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

Dear [Recipient Name],

Subject: Urgent Work Permit Request

I hope this message finds you well. I am writing to formally request an urgent work permit to [briefly explain the reason for the urgent request, e.g., take up a job offer, fulfill a critical project, etc.].

I have been offered a position as [Job Title] at [Company Name] and my start date is scheduled for [Start Date]. As my current visa situation necessitates immediate attention, I would greatly appreciate your assistance in expediting the processing of my work permit application. I have attached all required documents, including [list any relevant documents such as passport, job offer letter, etc.], for your review. Should you need any additional information or documentation, please do not hesitate to reach out.

Thank you for considering my request. I am hopeful for a positive and prompt response.

Sincerely,

[Your Name]