

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

Dear [Recipient Name],

I am writing to formally apply for a work permit to [specify the purpose of the permit, e.g., work in a specific position, conduct research, etc.]. I am currently [provide a brief background of your current situation, e.g., residing in a specific country, holding a particular degree, etc.].

I have been offered a position at [Company Name] as [Job Title], and I believe that my skills in [mention relevant skills or experiences] will contribute significantly to the team. I am excited about the opportunity to [explain what you hope to achieve or contribute in the role].

Attached to this letter, you will find all necessary documents, including [list any required documents such as a resume, job offer, identification, etc.]. I am hopeful that you will process my application promptly.

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

Sincerely,

[Your Name]