

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Title]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to apply for a work permit for [specific job title or position] at [Company Name]. I believe that my skills and experience make me a suitable candidate for this role and I am eager to contribute to your team.

I have [number] years of experience in [your field/industry] and have honed my skills in [specific skills related to the job]. My background includes [briefly describe relevant experience, accomplishments, and why you are a good fit].

I have attached all the necessary documentation required for the processing of my work permit application, including [list any documents such as resume, proof of qualifications, etc.]. I am committed to complying with all regulations and ensuring a smooth process.

Thank you for considering my application. I am looking forward to the opportunity to further discuss my qualifications and how I can contribute to [Company Name].

Sincerely,
[Your Name]