

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

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

Dear [Recipient's Name],

I am writing to formally apply for a work permit to [specific job/role] at [Company Name]. I am a [your nationality] citizen currently residing in [your current location]. I am enthusiastic about the opportunity to contribute my skills and expertise in [specific field/industry] to your esteemed organization.

I have attached the necessary documents required for the application, including:

- A completed work permit application form
- My resume/CV
- Proof of qualifications and certifications
- [Any additional documents required]

Thank you for considering my application. I look forward to the opportunity to discuss my application further.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]
[Enclosures: List of documents]