

[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],

Subject: Request for Work Permit Extension

I hope this letter finds you well. I am writing to formally request an extension of my work permit, which is set to expire on [current expiration date]. My current position as [your job title] at [your company name] has been both fulfilling and rewarding, and I am eager to continue contributing to the team and supporting the company's objectives.

Due to [brief reason for requesting extension, e.g., ongoing projects, personal circumstances], I would greatly appreciate your consideration of my request for an extension until [proposed new expiration date]. I have attached all necessary documentation for your review, including [list any supporting documents, e.g., current work permit, employment letter, etc.].

Thank you for considering my request. I am looking forward to your positive response. Please let me know if you require any further information or clarification.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Job Title]  
[Your Company Name]