

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

Dear [Recipient's Name],

I am writing to recommend [Applicant's Name] for a work permit.  
[He/She/They] has been employed at [Your Company/Organization] as a  
[Applicant's Position] since [Start Date], and during this time,  
[he/she/they] has proven to be an invaluable asset to our team.  
[Optional: Briefly describe the applicant's key responsibilities,  
contributions, and skills relevant to the position they are applying  
for.]

I believe that granting [Applicant's Name] a work permit will not only  
benefit [him/her/them] but will also enhance our organization's  
capabilities. [He/She/They] possesses the skills, dedication, and  
professional integrity that are essential in [his/her/their] field.  
Please feel free to contact me at [Your Phone Number] or [Your Email  
Address] should you require any further information.

Thank you for considering this recommendation.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company/Organization]