

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

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

Dear [Recipient's Name],

Subject: Application for WPS

I am writing to formally apply for the Work Permit Sponsorship (WPS) for [specific purpose or job title] in [Name of the Country/Region]. I am excited about the opportunity to contribute to [Company/Organization Name] and bring my skills in [mention relevant skills or experience briefly].

Attached to this letter, you will find the following documents to support my application:

1. Completed WPS application form
2. Copy of my passport
3. [Any other required documents]

I appreciate your consideration of my application, and I look forward to the possibility of discussing this further. Please feel free to contact me at your earliest convenience.

Thank you for your time and attention.

Sincerely,

[Your Name]