

[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],

I am writing to formally apply for the [specific position title] under the Work Permit Scheme (WPS) as advertised on [where you found the job listing, e.g., your website, job portal]. With my background in [your profession/field] and [number of years of experience], I am excited about the opportunity to contribute to [Company/Organization Name].

[Briefly explain your qualifications and why you are a good fit for the position. Mention any relevant education, skills, or experiences that align with the job requirements.]

Furthermore, I possess the necessary skills and experience to comply with the WPS regulations, including [mention any relevant licenses, certifications, or achievements that support your application].

I am eager to bring my expertise to [Company/Organization Name] and look forward to the possibility of discussing my application further. Thank you for considering my application.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]