

[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: Application for Work Permit Scheme (WPS)

I am writing to formally apply for the Work Permit Scheme (WPS) as a [Your Job Title/Position] at [Company/Organization Name]. I believe that my qualifications and experience make me a suitable candidate for this scheme.

I am currently [briefly describe your current employment situation, if applicable], and I am eager to contribute my skills in [specific field or industry] to your esteemed organization.

Enclosed with this letter are the necessary documents, including [list documents such as resume, educational certificates, etc.], that support my application. I am looking forward to the opportunity to discuss this application in further detail.

Thank you for considering my application.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]