

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

Dear [Recipient Name],

I am writing to request my work permit status (WPS) as required by [specific reason, if applicable].

Please find my details below for your reference:

- Full Name: [Your Full Name]
- Employee ID: [Your Employee ID, if applicable]
- Job Title: [Your Job Title]
- Department: [Your Department]

I appreciate your attention to this matter and look forward to your prompt response.

Thank you.

Sincerely,
[Your Name]