

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

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

Dear [Recipient Name],

I am writing to formally request approval for my work permit application submitted on [date of submission].

I believe that my skills and experience in [your profession/industry] align with the requirements of [specific position or project] at [Company Name].

Thank you for considering my request. I look forward to your prompt response.

Sincerely,
[Your Name]