

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally request a work permit for the position of [Job Title] at [Company's Name]. I am excited about the opportunity to join your team and contribute to [specific goals or projects of the company]. As you are aware, I [briefly describe your relevant qualifications or experience]. I believe that my skills in [specific skills or areas of expertise] will be an asset to the company.

To proceed, I would appreciate your assistance in completing the necessary paperwork for the work permit application. Please let me know if there are any documents or information you require from my side. Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]