

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

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

Dear [Recipient's Name],

Subject: Request for Work Permit

I am writing to formally request a work permit to [briefly explain the purpose, i.e., "allow me to legally work in [specific country/region]"]. I have been offered a position as [your job title] with [Company Name], and I am eager to contribute my skills and expertise to your esteemed organization.

Enclosed with this letter are the necessary documents, including [list any relevant documents, such as a job offer letter, identification, etc.]. I believe that my qualifications and experience make me a fitting candidate for this opportunity.

I kindly ask for your prompt attention to this matter, as I am looking forward to starting my employment on [start date]. Thank you for considering my request. I am available for any further information or documentation you may require.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Job Title, if applicable]