

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

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

Dear [Recipient Name],

Subject: Request for Immigration Work Permit

I am writing to formally request an immigration work permit for [Employee Name], who has been offered a position as [Job Title] at

[Company/Organization Name]. [Employee Name] possesses the skills and qualifications required for this role, which is vital to our operations.

[Employee Name] will be responsible for [briefly outline job responsibilities], and their expertise in [specific skills or experience] will significantly contribute to [Company/Organization Name].

We believe that employing [Employee Name] will not only benefit our organization but also support the local economy by [mention any benefits to the local community or economy].

We have completed all required documentation and are prepared to submit this application at your earliest convenience. Please let us know if there are any additional forms or information needed to expedite this process.

Thank you for your consideration, and I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Title]
[Company/Organization Name]
[Company Phone Number]