

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[School/Institution Name]
[School/Institution Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request a student work permit, as I am eager to gain valuable work experience while continuing my education at [School/Institution Name].

As a [Your Grade or Year] student studying [Your Major/Field of Study], I am keen to apply my skills in a practical setting and develop my professional abilities. I believe that a work permit will not only support my career goals but also enhance my learning experience.

I have attached the necessary documentation, including [list any supporting documents such as proof of enrollment, identification, etc.].

I understand the responsibilities that come with holding a work permit and am committed to managing my time effectively to balance work and academic obligations.

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

Sincerely,

[Your Name]

[Your Student ID (if applicable)]