

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

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

Dear [Recipient's Name],

I am writing to formally request a temporary work permit for [specific job title or position] at [Company/Organization Name]. I am eager to contribute my skills and experience to your team while adhering to all legal requirements.

My employment is expected to begin on [start date] and conclude on [end date], during which I aim to [briefly describe the job duties or projects].

I have attached all necessary documentation, including [list of attached documents, e.g., identification, proof of employment offer, etc.], to support my application for this temporary work permit.

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

Sincerely,  
[Your Name]