

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient's Title]  
[Department/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Urgent Request for Work Permit

I hope this message finds you well. I am writing to urgently request the issuance of a work permit for [specific purpose, e.g., employment, internship] as I have received an opportunity with [Company/Organization Name] that requires me to commence work by [start date].

Given the time-sensitive nature of this opportunity, I would greatly appreciate your prompt assistance in processing my work permit application. I have attached all necessary documentation, including [list any documents: application form, identification, proof of job offer, etc.].

I understand the typical processing times but respectfully ask for your consideration of an expedited review in this instance. I am available for any further information or documentation you may need to facilitate the process.

Thank you very much for your attention to this urgent matter. I look forward to your swift response.

Sincerely,

[Your Name]  
[Your Job Title (if applicable)]  
[Your Company/Organization (if applicable)]