

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

Subject: Inquiry Regarding Work Permit Application Status

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inquire about the status of my work permit application submitted on [submission date], with application reference number [application number].

As I am eager to begin my employment with [Employer's Name] as [Job Title], I would greatly appreciate any updates you could provide regarding the processing of my application.

Thank you for your assistance in this matter. I look forward to your prompt response.

Sincerely,
[Your Name]