

[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],

I am writing to formally apply for a work permit to [briefly state the position or work you wish to undertake] in [location/country]. I am currently [provide a brief background about your current situation, e.g., employed, studying, etc.] and I believe that obtaining a work permit will enable me to [explain the purpose and benefits of the work].

I have attached all required documents, including [list any attached documentation such as resume, job offer, identification, etc.]. I am confident that my skills and experience [mention relevant skills or experience] make me an ideal candidate for this opportunity.

I sincerely hope for your positive consideration of my application. Please feel free to contact me at [your phone number] or [your email address] if you require any further information.

Thank you for your time and consideration.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]