

[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 request a work visa permit in order to [briefly explain the purpose, e.g., "join your esteemed organization as a [Position Title]"].

I have been offered a position at [Company/Organization Name] starting on [Start Date], and I am eager to contribute my skills in [mention relevant skills/qualifications] to the team. My experience with [briefly describe relevant experience or background] aligns well with the requirements of the role.

I have attached the necessary documentation, including [list required documents, such as a job offer letter, resume, passport copy, etc.], to support my application for the work visa permit. I am fully committed to complying with all regulations and requirements set forth by [name of the immigration authority].

Thank you for considering my request. I look forward to your positive response and hope to begin my journey with [Company/Organization Name] soon.

Sincerely,

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