

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

[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request a work permit for [specific purpose or position] at [Company Name]. I believe that my skills and experience in [relevant field or expertise] align well with the needs of your team and the goals of the organization.

[Insert a brief paragraph discussing your qualifications, experience, and relevance to the position or project.]

I am committed to complying with all necessary regulations and procedures associated with the work permit application process. Attached are the required documents, including my resume, cover letter, and any other pertinent information.

Thank you for considering my request. I look forward to the opportunity to discuss this matter further.

Sincerely,

[Your Name]
[Your Job Title (if applicable)]
[Your Company (if applicable)]
[Your Signature (if sending a hard copy)]