

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Company/Organization Name]
[Company/Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Application for Work Permit Renewal

I hope this message finds you well. I am writing to formally request the renewal of my work permit, which is set to expire on [expiration date]. My current work permit allows me to [briefly describe your job/role] at [Company Name].

Over the past [duration], I have had the opportunity to contribute to [mention any significant achievements or contributions]. I am committed to continuing my role and [mention any future goals or plans].

I have enclosed the necessary documents required for the renewal process, including:

1. Completed work permit renewal application form
2. Copy of my current work permit
3. [Any other relevant documents]

I kindly ask that you process my application at your earliest convenience. Should you require any more information or documentation, please do not hesitate to reach out.

Thank you for your attention to this matter. I look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]