

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

Subject: Application for Work Permit

Dear [Labour Department Official's Name or "To Whom It May Concern"],
I am writing to formally apply for a work permit to [briefly describe the nature of your employment, e.g., "work as a software engineer"]. I have secured an offer of employment from [Employer's Name] located at [Employer's Address], and I am eager to start my role on [start date if applicable].

Enclosed with this letter are the necessary documents required for the application, including:

1. Completed work permit application form
2. Copy of my employment offer letter
3. Proof of qualifications and experience
4. Copy of my identification documents
5. [Any additional documents, if required]

I appreciate your attention to this matter and look forward to your prompt response. If any further information is needed, please feel free to contact me at [your phone number] or [your email address].

Thank you for considering my application.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]