

Application for Work Permit Extension

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an extension of my work permit, which is set to expire on [Expiration Date]. I have been employed as [Your Job Title] at [Company Name] since [Start Date] and have greatly enjoyed contributing to the team and furthering my professional development.

Due to [brief explanation of the reason for extension, e.g., ongoing projects, personal circumstances], I believe that extending my work permit is essential for my continued employment and the success of my current projects.

I have included all necessary documentation, including my current work permit, proof of employment, and any other required forms. I appreciate your consideration of my request and am available for any further information or clarification needed.

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

Sincerely,

[Your Name]