

## **Subject: Follow-Up on Work Permit Renewal Application**

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the status of my work permit renewal application submitted on [Submission Date]. As my current work permit is set to expire on [Expiry Date], I am eager to ensure that all necessary documents have been received and that my application is being processed.

If there are any additional documents or information required from my side to expedite the process, please let me know. I appreciate your assistance and look forward to your timely response.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Contact Information]