

Request for Work Permit Renewal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the renewal of my work permit, which is set to expire on [Insert Expiration Date]. I have enjoyed working with [Company/Organization Name] as a [Your Job Title] and am eager to continue my contributions.

Over the past [duration of employment], I have [mention any significant achievements or contributions], and I believe my skills and experience are valuable to the team.

Please find attached all necessary documents for your review. If any further information or documentation is needed, please do not hesitate to reach out to me.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]