

# Subject: Urgent Request for Work Permit Renewal

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to urgently request the renewal of my work permit, which is set to expire on [insert expiration date]. Due to [briefly explain reason for urgency, e.g., ongoing projects, time-sensitive tasks], it is imperative for me to have my work permit renewed as soon as possible.

I have attached all necessary documents required for the renewal process, including my current work permit, identification, and any additional forms as specified in the application guidelines.

I appreciate your prompt attention to this matter and look forward to your response. Please let me know if any further information is required.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]

[Your Address]