

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the status of my work permit extension application submitted on [Date of Application Submission]. My current work permit is set to expire on [Expiration Date], and I want to ensure that I can continue my employment without any interruptions.

If you require any additional information or documentation from my side, please let me know. I appreciate your assistance and look forward to your prompt response regarding the status of my application.

Thank you for your attention to this matter.

Sincerely,

[Your Name]