

Work Permit Renewal Application

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company/Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request the renewal of my work permit, which is set to expire on [Expiration Date]. I have been working at [Company Name] as a [Your Job Title] since [Start Date], and I would like to continue my employment and contribute to the team's success.

Over the past [duration], I have [briefly outline contributions, achievements, or responsibilities]. I remain committed to [mention any future goals or intentions related to your work].

Attached to this letter, you will find all necessary documentation to support my application, including [list any attached documents such as previous work permit, employment verification, etc.].

I appreciate your attention to this matter and kindly request your assistance in processing my work permit renewal at your earliest convenience. Please feel free to contact me if you require any further information.

Thank you for your time and consideration.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]