

Work Permit Renewal Request

Date: [Insert Date]

[Recipient Name]

[Recipient Position]

[Company/Organization Name]

[Company Address]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request the renewal of my work permit as my current permit is set to expire on [Insert Expiration Date]. I would like to continue my employment in the position of [Your Job Title] at [Company/Organization Name].

During my time with the company, I have contributed to [Briefly mention contributions or achievements] and look forward to continuing my work and contributing to the team. I believe that my ongoing role is beneficial to our objectives and projects.

Please let me know if you require any additional documentation or information to facilitate the renewal process. I appreciate your support and assistance in this matter.

Thank you for your attention to this request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]