

Request for Work Permit Renewal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally request the renewal of my work permit, which is set to expire on [Expiration Date]. I have greatly appreciated the opportunity to work at [Company's Name] and contribute to our team's success.

Given my current role as [Your Position] and the projects I am involved in, I believe continuing my employment will be beneficial to both myself and the company.

Attached are the necessary documents for my work permit renewal application. I kindly ask for your support in this process.

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

Sincerely,

[Your Name]