

Inquiry for Temporary Job Authorization

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Title]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the possibility of obtaining temporary job authorization for [specific position or type of work] at [Company's Name].

Due to [brief explanation of your current situation, e.g., recent job loss, career transition], I am eager to gain experience and contribute to your esteemed organization while adhering to the necessary legal requirements for employment.

I would greatly appreciate any information you could provide regarding the process, timelines, and the documentation required to pursue this temporary job authorization. Thank you for considering my request.

Warm regards,

[Your Name]