

Request for Temporary Employment Authorization

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Employer's Name]

[Employer's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally request temporary employment authorization to [mention the purpose of employment, e.g., assist with a project, fill in during a staff absence, etc.]. I believe that my skills in [mention relevant skills or experience] will contribute positively to your team.

Details of my request are as follows:

- **Position:** [Desired Position]
- **Duration:** [Start Date] to [End Date]
- **Reason for Request:** [Brief description of the reason]

I appreciate your consideration of my request and look forward to discussing this opportunity further. Thank you for your time and support.

Sincerely,

[Your Name]