

# Letter of Submission for Temporary Work Authorization Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally submit my request for temporary work authorization for the position of [Job Title] within [Company/Organization Name]. I am seeking this authorization to [briefly explain reason such as "support my ongoing work on the project," or "address staffing needs," etc.].

Attached to this letter are all required documents, including:

- Completed application form
- Supporting documents (such as resume, reference letters, etc.)
- Proof of eligibility for work authorization

I appreciate your consideration of my request and look forward to your positive response. Should you need any further information or clarification, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]