

# **Inquiry Regarding Job Permit for Temporary Employment**

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Embassy Name]  
[Embassy Address]  
[City, State, Zip Code]

Dear Sir/Madam,

I am writing to inquire about the procedures and requirements for obtaining a job permit for temporary employment in [Country Name]. I have received an offer to work with [Company Name] and would like to ensure that I comply with all necessary regulations.

Could you please provide me with detailed information regarding the application process, required documentation, and estimated processing times? I would appreciate any guidance you can offer.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]