

# Formal Request for Work Permit Sponsorship

To Whom It May Concern,

I am writing to formally request your esteemed office's support in sponsoring my work permit application. My name is [Your Name], and I have been offered a position as [Job Title] at [Company Name] in [Country]. The position aligns with my professional expertise and will contribute significantly to my career development.

As part of the application process, I kindly ask for your assistance in providing the necessary documentation and sponsorship required for a work permit. Enclosed are my employment offer letter and relevant documents supporting my qualifications.

I appreciate your consideration in this matter, and I look forward to your favorable response.

Thank you for your time and assistance.

Sincerely,

[Your Name]  
[Your Address]  
[Your Email]  
[Your Phone Number]