

# Work Permit Application for Embassy Support

Date: [Insert Date]

[Embassy Name]

[Embassy Address]

[City, State, Zip Code]

Dear Sir/Madam,

I am writing to request your support in processing my work permit application for [Country Name]. My name is [Your Name], and I have recently been offered a position as [Job Title] with [Company Name] located in [Company Address].

As part of the requirements for the work permit application, I would like to kindly ask for your assistance in providing the necessary documentation and guidance to facilitate this process.

Enclosed with this letter are my application forms, employment verification letter, and any additional documents required for your review.

I appreciate your attention to this matter and look forward to your prompt response. Should you need any further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your support.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]