

Inquiry for Overseas Employment Authorization

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Organization's Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am currently [Your Position/Title] at [Your Institution/Company Name]. I am writing to inquire about the procedures and requirements for obtaining overseas employment authorization for internship programs.

As part of my career development and academic curriculum, I am eager to participate in an internship program abroad. Therefore, I would appreciate any information regarding the necessary documentation, application processes, and timelines involved in securing the appropriate authorization.

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

Sincerely,

[Your Name]