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Sample letter for work permit extension

How to write a work permit letter. Working visa extension letter sample. How do i write a visa extension letter. Example of work permit letter. Sample letter for extension of work permit.

February 10, 2014

Kymco Philippines Inc.
Access Road, Multinational Village
Paranaque City

Rosta P. Ung-Meniano
OIC-Revenue District Officer
Bureau of Internal Revenue
Gram Centre Bldg., Dr. A Santos Ave. cor Schilling st.,
Barangay San Dioniso, Paranaque City

Dear Ms. Ung-Meniano,

I am writing regarding the Preliminary Assessment Notice (PAN) we received from your bureau regarding our tax deficiencies for the calendar year 2010.

As much as we like to respond to your PAN within 15 days, we regret we need an extension in order to confirm on our end the deficiencies stated in the PAN. Considering the ongoing audit season which ends on April 15, 2014, we would like to request for an extension until June 15, 2014. This extension will not only give us ample time to comply with the April 15, 2014 deadline for filing the annual Income Tax Return, but also have ample time to review the deficiencies in the PAN.

Again, we would like to cooperate with you to resolve concerns stated in the PAN, and we hope you will allow us to extend the deadline.

Sincerely,

Jenny Valencia
Accounting Manager
Kymco Philippines Inc.

Hello, Can somebody help me how to make a letter of explanation re work permit extension. If somebody is kind enough to give me a sample so I can have a hint. It is so hard to think and I don't want to miss writing a thing that could be important in the content of the letter. Thank you very much I think you'll need to provide more information. What kind of work permit do you hold now? On what basis are you requesting an extension? i am under the caregiver program and my work permit expires soon.

**Midland Park High School PTA
Scholarship Committee
250 Prospect Street
Midland Park, NJ 07432**

February, 2016

Dear Members of the Class of 2016,

This year the Midland Park High School PTA is again pleased to offer scholarships to Seniors who will be continuing their education. The PTA scholarship is based on a combination of factors including academic achievement, personal achievement, extracurricular activities, community service and personal character. Our goal is to recognize the well-rounded student.

Attached is the application form, which is due back to Mr. Stewart, the school scholarship chairperson, no later than Friday, April 8, 2016. No late applications will be accepted. The scholarships will be presented at the Senior Award Ceremony on June 1, 2016.

Please fill out the application carefully, thoroughly and thoughtfully since it is your first impression on the scholarship committee. Do not attach transcripts, resumes, or letters of recommendation to the application.

Completed applications must be submitted to Mrs. Stewart, a committee of PTA members and the chairperson will always give your best in each and every task that you are supposed to handle, smoothly managing the projects, but it might happen that due to some reasons you need to go for time extension in a particular project. If you are thinking about framing a good permission letter for it then make sure to go through this effective sample letter written by me as following if you can write yours smoothly. Letter Template: 1 To, (Name of the sender) (Designation of the respective person) (Name of the address) Subject- letter of permission for an extension of time Respected madam/sir, This is letter is to inform you that I (mention your name) working as a (mention the name of the company or the name of the organization) would like to inform you that I want a time extension for my current project to complete. I am a hard-working and sincere employee. It's been a long time since I am working on this project; due to some reason, I had to go on a leave for few days, and due to this, I am lagging in time to complete my project. [Give reason according to you in your own words. This is just an example given for the extension of time].

Also see eligibility criteria: A Senior Student applicant must have a guardian who is MIPHS PTA member to be eligible for a MIPHS PTA Scholarship. Remember, the deadline is Friday, April 8th!

In addition to the scholarships offered by our local PTA, the Bergen County PTA also awards scholarships. This is a separate application, which can be obtained from Mrs. Stewart.

Sincerely,
Rebekah Gackowski
MIPHS PTA Scholarship Chairperson

I have found a new employer and she will be applying for her LMIA a week after my work permit expires. She is still on the process of advertising by the way. Thanks To,The HR Manager, _____ (Name of the Company) _____ (Address)Date: __/__/__(Date)From, _____ (Your Name) _____ (Address)Subject: Renewal of work permitRespected Sir/Madam,With due respect, my name is _____ (Your Name). I am working in your prestigious company i.e. _____ (company name) having employee ID number _____ (employee ID number)I am writing this letter to request you for the extension of my work permit (Visa) as I am already _____ (Employed/ Having a contract/ any other) with your company i.e. _____ (Company Name) company, located _____ (Locality with address). I am living in your country for last _____ (Months/ Years) holding a work permit (Visa) valid till _____ (Date).Respected as I am already serving this company, I request you to kindly extend my work permit (Visa) for _____ (Duration) so that I will be able to continue my job. I am hereby attaching _____ (Copy of passport/ visa documents/ ID proof/ Company ID card) along with this letter.Yours Sincerely/ Faithfully, _____ (Signature) _____ (Name) _____ (Contact Details)Incoming Search Terms:sample letter to embassy for extension of work visawork visa extension request letter Working in a particular corporation or organization you may find it difficult to get a visa extension for your current project. If you are thinking about framing a good permission letter for it then make sure to go through this effective sample letter written by me as following if you can write yours smoothly. Letter Template: 1 To, (Name of the sender) (Designation of the respective person) (Name of the address) Subject- letter of permission for an extension of time Respected madam/sir, This is letter is to inform you that I (mention your name) working as a (mention your designation) at (mention the name of the company or the name of the organization) would like to inform you that I want a time extension for my current project to complete. I am a hard-working and sincere employee. It's been a long time since I am working on this project; due to some reason, I had to go on a leave for few days, and due to this, I am lagging in time to complete my project. [Give reason according to you in your own words. This is just an example given for the extension of time]. This letter is in request letter to you to give me some time extension in my work. I would like to request you to please grant my permission so that I can complete my work on the assigned project to me. This will be a great help for me and my team. I will be highly obliged if you grant me permission for an extension of time. For any further information or queries, you can reach us at (mention phone number) or through an email (mention email address). Thanking you Sincerely (Name of the sender) Download Template : (pdf, docs, ODT, RTF, txt, HTML, Epub, Etc) Letter Template: 2 To, (Write the name of the sender) (Write designation of the respective person) (Write the name of the addressee) Subject- Asking for permission for an extension of time Respected madam/sir, I am writing this letter to inform you that I (mention your name) working as the (mention your designation) at your (mention the name of the company or the name of the organization) would like to inform you that I want some more time to work on my current project so that I can finish it. As you know I love my job and do all the work on time but this time I had to take a few leaves for some days due to which I want some extension because I am lagging in time to complete this project. As this is because [Give reason according to you in your own words. This is just an example given for the extension of time], I hope you will understand. This letter is for the purpose to increase my days for this project so that I can complete it soon. I would request you to understand this and accept my request for an extension so that I can complete my work on the assigned project nicely and on time. This, will not only help me but also my team to finish the project soon. I will be obliged if you will grant me permission for an extension of time for the project. For any questions or doubts, you can reach out to me at this number at (mention phone number) or can simply email me at (mention email address). Thank you so much for understanding my situation. Sincerely (Name of the sender) Download Template : (pdf, docs, ODT, RTF, txt, HTML, Epub, Etc) Letter Template: 3 To, (Write the name of the sender) (Write designation of the respective person) (Write the name of the addressee) Subject- Asking for permission for an extension of time Respected madam/sir, This is to inform you that I (mention your name) working at the (mention your designation) at the (mention the name of the company or the name of the organization) would want some more time on the ongoing project to complete it as I had to take few leaves for few days because of which we are lagging in completing the project. So I hope you will understand my situation [Give reason according to you in your own words. This is just an example given for the extension of time] and will accept my request. As you know, I complete my work on time, but this time, due to some urgent leaves from my side, we want an extension so that I and my team can complete the project as soon as possible. I hope you will understand the reason for this request and will permit me so that we can complete our work on the assigned project soon. It will help us and will be highly obliged if you do so. If this reason had not happened that as mentioned above, we would have completed this project as well as worked on time. For any further discussion or queries, you can call me at this (mention phone number) or send an email to (mention email address). Thank you so much for your understanding. Sincerely (Name of the sender) Download Template : (pdf, docs, ODT, RTF, txt, HTML, Epub, Etc) Letter Template: 4 A contract's time extension clause has two functions. In the case of a delay, it gives a manufacturer more time to finish the job. It safeguards a customer's ability to demand liquidated damages in cases when a manufacturer has caused project delays. [Mention the name of the sender] [Mention the address of the sender] [Mention the contact details] [Mention the email address] [Mention the date] Subject- Sample letter requesting extension of time [Mention the name of the recipient] [Mention the address of the recipient] [Mention the contact information] Dear [Mention the name of the recipient I appreciate your letter and phone call from yesterday offering me the [Mention the job position] with the [Mention the organisational department]. I am thrilled about the chance this position presents, both in terms of work responsibilities and the setting, and I sincerely appreciate your trust in me to accept the post. I am requesting that you take into account if it would be feasible for me to give you my decision by [Mention the month] [Mention the date] to confirm our phone chat from this afternoon. Such a delay would be greatly appreciated, and you can be sure that by that time, I will be capable of making a final choice. I need to evaluate and fix any script errors that I've found. When I'm finished with the testing, the application will operate more efficiently and have fewer security threats. I was meant to turn in the project on [Mention the month] [Mention the date], but if you could move it up to [Mention the month] [Mention the date], I would be grateful. Which will give me enough to complete the last round of testing, I sincerely appreciate your time and consideration of my plea. Thank you Sincerely, [Mention the name] [Mention the profession] [Mention the contact details] Download Template : (pdf, docs, ODT, RTF, txt, HTML, Epub, Etc) Letter Template: 4 [Mention the name of the sender] [Mention the address of the sender] [Mention the contact details] [Mention the email address] [Mention the date] Subject- Sample letter requesting extension of time [Mention the name of the recipient] [Mention the address of the recipient] [Mention the contact information] Dear [Mention the name of the recipient I'm writing to ask for a deadline extension for the [Mention the project] I'm working on right now. The design and code are finished, but testing and bug fixing are taking a bit longer than I had planned. This has to do with the upcoming picture book [Mention the project] from your publishing firm that I'm illustrating for kids. Unfortunately, I won't be able to submit the project's final illustrations on [Mention the month] [Mention the date], [Mention the year], as I had planned.

SAMPLE OF WORK PERMIT RENEWAL LETTER
INSIDE CANADA

Date: _____

To: Sponsor
Visa Office
Canada Immigration
Case Processing Centre
615-19th Ave
Vegreville, Alberta
T9C 1W1

BY COURSER

Dear Madam or Sir,

Please find below a letter sent to:

Re: Name of person and ID # _____

I am pleased to confirm by this letter, our mutual agreement for you to work with L'Arche YOUR COMMUNITY NAME for another year until INSERT DATE (may apply for two years if appropriate). Your job classification is that of Group Home Worker (NOC 4212) and your duties, remuneration and benefits are per the attached schedule.

Please present this letter to the Case Processing Centre in Vegreville Alberta in support of your application to renew your Work Permit and extend your current status inside Canada.

L'Arche YOUR COMMUNITY NAME is a non-profit, charitable organization, registration number YOUR COMMUNITY'S CHARITABLE REGISTRATION NUMBER (example of one community's 12453-6941-RR0001). It is part of the world-wide network of L'Arche communities established in 1964 by Dr. Jean Vanier, son of the late Governor General of Canada, George Vanier. L'Arche is an international federation of faith-based communities creating home and day programs with people who have developmental disabilities.

Group Home Workers with YOUR COMMUNITY'S NAME receive a monthly salary in return for their services. As YOUR COMMUNITY NAME is a L'Arche home we are exempt from IMRDC Confirmations of Employment as per Immigration Regulation 205 (d). This application is also Fee Exempt as per Regulation 305(2).

YOUR COMMUNITY'S NAME acknowledges that workers with the L'Arche Communities in Canada may, if mutually acceptable between the worker and L'Arche, continue to work in Canada on a temporary basis for a period up to 30 days, if a commitment has been made to L'Arche to work permanently and L'Arche has so concurred the worker will advise Canada Immigration or a Canadian Post arrival, as the case may be, that an application for permanent resident status should be filed under the appropriate immigration category. Such application will be initiated by the worker's 6th year of employment.

We look forward to your continuing commitment to L'Arche.

Yours very truly,

Updated: 20/09/2005

This morning I tripped in the garden and broke my right wrist. I can't complete the task at this period because the doctor has told me to relax it for at least [Mention the weeks]. You requested that I decide by [Mention the month] [Mention the date] of next week. The fact that I won't have all the knowledge I require to make this important decision through that date makes it even more pressing for me to act now. I am wondering if it will be feasible to extend the deadline in order to finish the remaining illustrations since I have already produced a significant chunk of them. It will take me approximately a week to complete the illustrations after I regain my hand's usage on [Mention the month] [Mention the date]. I apologise for the delay in your publishing schedule this may bring about. I'll finish the task as soon as I can. I appreciate your time and consideration of my circumstances in advance. Best wishes. Sincerely, [Mention the name] [Mention the profession] [Mention the contact details] Download Template : (pdf, docs, ODT, RTF, txt, HTML, Epub, Etc) Letter Template: 5 [Mention the name of the sender] [Mention the address of the sender] [Mention the contact details] [Mention the email address] [Mention the date] Subject- Sample letter requesting extension of time [Mention the name of the recipient] [Mention the address of the recipient] [Mention the contact information] Dear [Mention the name of the recipient Regarding my enrolment in your [Mention the course], I'm writing to you. As you are aware, I have had a persistent illness for a number of

weeks. Since I do not want to leave school next term due to my illness, I am grateful for everything you’ve done thus far to meet my needs. It has been very appreciated that you have agreed to accept my late projects and excuse my verified absences.

As you are aware, I am doing well and have finished all of my current school tasks. My doctor has given me the go-ahead to completely resume all of my hobbies. I do not, however, expect to be able to finish a well-researched essay on my topic by [Mention the month] [Mention the date] due to the difficulties I have already encountered. I would be very grateful if you would give me an [Mention the number of days] to finish this task. If you’re okay with it, I’d like to hand in my finished midterm paper on [Mention the month] [Mention the date], [Mention the year]. Again, I appreciate your offer and I hope you’ll give me the extra time I need to evaluate it carefully. I would be pleased to respond to you by [Mention the month] [Mention the date], [Mention the year], assuming that you are in agreement. Please inform me if this extension is possible.

I appreciate your speedy reply in advance. Sincerely, [Mention the name] [Mention the profession] [Mention the contact details] Download Template : (pdf, docs, ODT, RTF, txt, HTML, Epub, Etc) Letter Template: 6 [Mention the name of the sender] [Mention the address of the sender] [Mention the contact details] [Mention the email address] [Mention the date] Subject- Sample letter requesting extension of time [Mention the name of the recipient] [Mention the address of the recipient] [Mention the contact information] Dear [Mention the name of the recipient I’ve been preparing to leave at the end of the year, as you are well aware. But as I’ve worked over the past few weeks, I’ve come to the conclusion that this might not be fully feasible. Even though there are more than enough skilled people here to finish things, I would prefer to manually see a few projects that I’ve been working on that are not even close to completion. I had originally hoped to finish these projects by the time I left. We have all had a lot on our plates, though, because of the increased workload brought on by the most recent merger. As a result, I would like to continue working for another [Mention the number of months] after I am supposed to retire. I would really appreciate it if you could do this. I can guarantee you that I used this extra time well and that I would honestly feel much more secure knowing that I had completed the task at hand for this organization. I’d be interested in hearing your opinions on this, and I’m always willing to talk more about it. If you don’t believe it’s feasible right now, I’ll do it all I can to get my team ready for your departure. I’m very grateful for the opportunity this organization has offered me, and I will certainly miss working here when I leave. As we look into all of our residential, academic, vocational, and long-term care choices in our potential new home, this time would be very helpful to myself and my family. I want to thank you once more for your concern and the compassion you have given me. Please respond to this at the earliest opportunity. Sincerely, [Mention the name] [Mention the profession] [Mention the contact details] Download Template : (pdf, docs, ODT, RTF, txt, HTML, Epub, Etc) Similar Posts:How To Write a Cover Letter With No Experience: 82 Templates How to Write Approval Letter: 54+Template How to Write an Extension Letter: 5 Templates Farewell Manager Letter: 75 Templates How to Write an Anniversary Letter: 50 Free Templates How to Write a Permission Letter: 10 Free Templates How to Write an Authorization Letter: 35+ Templates Probation Period Letter: 4 Templates How to Write Sponsorship Letter: 47 Templates Appreciation Letter to Manager: 30 Templates Was this article helpful? "Business, marketing, and blogging – these three words describe me the best. I am the founder of Burban Branding and Media, and a self-taught marketer with 10 years of experience. My passion lies in helping startups enhance their business through marketing, HR, leadership, and finance. I am on a mission to assist businesses in achieving their goals." This document can be used as a renewal letter format of an extension letter to the Government Authority requesting to automatically renew or extend the license/permit that is about to expire and cannot be renewed due to Coronavirus. The letter states that the sender suffers from operational difficult in renewal the license/ permit required as a business-as-usual manner.

Hence, the sender requests extending the license period and the Government Authority would accept digital copies and signatures as the formal submission. Details of the license concerned and the contact details of the sender should be included to facilitate smooth and effective communication. How to use this Document? This letter asks for an automatic renewal/extension of a license/permit and assistance to aid the circumstances of the coronavirus. This letter is addressed to the government authorities to ask for renewal of license and an extension under quarantine or other restrictions for the time of the coronavirus crisis. This document also requests for a deadline extension of the license/permit. Details of the license concerned, such as the expiry date of the license and the contact details of the sender, such as the email, account email and phone number should be included to facilitate smooth and effective communication.