

Request for Extension of Employment Authorization

Date:

To:
Human Resources Department
[Company Name]
[Company Address]

Dear Sir/Madam,

I am writing to formally request an extension of my employment authorization. My current authorization is due to expire on:
.

I would appreciate your assistance in guiding me through the necessary procedures to extend my employment authorization and ensure compliance with all company and legal requirements.

Please let me know if you require any additional information or documentation from my side.

Thank you for your attention and support.

Sincerely,

Employee ID:

Position:

Contact Number:

Email Address: