

[Your Name]
[Your Address]
[City, Province, Postal Code]
[Email Address]
[Phone Number]
[Date]

Immigration, Refugees and Citizenship Canada

[Address of IRCC Office]
[City, Province, Postal Code]

Subject: Work Permit Application - [Your Full Name]

Dear Sir/Madam,

I am writing to formally apply for a work permit under the [specific category, e.g., International Experience Canada, Employer-Specific Work Permit] as I seek to [briefly explain the reason for your application, e.g., gain work experience, support my family, etc.].

Personal Information:

- Full Name: [Your Full Name]
- Date of Birth: [DD/MM/YYYY]
- Country of Citizenship: [Your Country]
- Passport Number: [Your Passport Number]
- Current Address: [Your Current Address]

Details of Employment:

- Job Title: [Your Job Title]
- Employer Name: [Employer's Company Name]
- Employer Address: [Employer's Address]
- Employment Start Date: [DD/MM/YYYY]
- Duration of Employment: [Specify Duration]

Enclosures:

- Application form [Form Number]
- Passport copies
- Job Offer Letter
- [Any other supporting documents]

I appreciate your attention to my application and look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]