

[Your Name]
[Your Address]
[City, Province, Postal Code]
[Email Address]
[Phone Number]
[Date]
[Immigration, Refugees and Citizenship Canada]
[Address]
[City, Province, Postal Code]
Subject: Post-Graduation Work Permit Application

Dear Sir/Madam,

I am writing to formally submit my application for a Post-Graduation Work Permit (PGWP). I have recently graduated from [Name of Institution] with a [Degree] in [Program Name]. My program was a [length of program] program that meets the eligibility requirements for the PGWP. My graduation date is [Graduation Date].

Enclosed with this letter are the required documents to support my application:

1. A copy of my official transcript
2. A copy of my graduation letter
3. A copy of my study permit
4. A completed PGWP application form
5. Payment receipt for the application fee

I understand the importance of adhering to all regulations and requirements under the PGWP guidelines, and I am committed to maintaining compliance. My intent is to gain valuable work experience in Canada after my studies, contributing to the Canadian workforce while furthering my career.

Thank you for considering my application. I look forward to your favorable response. Please feel free to contact me at [Phone Number] or [Email Address] if you require any further information.

Sincerely,

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