

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

Dear [Recipient Name],

Subject: Letter of Intent for Post-Graduation Work Permit (PGWP)

I am writing to express my intent to apply for a Post-Graduation Work Permit (PGWP) following the completion of my studies in [Program Name] at [Institution Name]. My program commenced on [Start Date] and concluded on [Graduation Date].

During my time at [Institution Name], I gained valuable knowledge and skills in [Briefly describe your field of study]. I am excited to leverage this experience in the Canadian workforce to contribute positively to [specific industry or community].

I intend to apply for the PGWP to gain practical work experience that complements my academic qualifications. My goal is to secure employment in [specific field/occupation] and further develop my skills while contributing to Canada's diverse economy.

I appreciate your support and guidance during my studies and look forward to your continued assistance as I transition into the job market. Thank you for considering my application for the Post-Graduation Work Permit.

Sincerely,

[Your Name]
[Your Student ID (if applicable)]