

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

Dear [Recipient Name],

Subject: Application for Post-Graduation Work Permit

I am writing to formally submit my application for a Post-Graduation Work Permit (PGWP). I recently completed my [Program Name] at [Institution Name], where I pursued my studies from [Start Date] to [Completion Date]. During my time at [Institution Name], I gained valuable knowledge and skills in [Relevant Skills/Knowledge Related to Your Program]. I am eager to apply what I have learned in a practical setting and contribute to [Industry/Field/Specific Area].

Attached to this letter are the necessary documents required for my application, including:

1. A copy of my transcripts.
2. A copy of my completion letter.
3. A copy of my [Other Required Documents].

I appreciate your attention to my application, and I am looking forward to your positive response. Should you require any further information, please do not hesitate to contact me.

Thank you for considering my application.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]