

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Institution's Name]  
[Institution's Address]  
[City, State, Zip Code]

Subject: Proof of Eligibility for Post-Graduation Work Permit (PGWP)

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request confirmation of my eligibility for the Post-Graduation Work Permit (PGWP) program. I have recently completed my program in [Your Program Name] at [Institution's Name], which I enrolled in on [Start Date] and completed on [End Date]. This program was [length of the program, e.g., two years, one year], and according to the PGWP guidelines, I believe I meet the necessary requirements.

Please provide a letter stating that I have successfully completed my program, along with the following details:

1. Student Name: [Your Full Name]
2. Student ID: [Your Student ID]
3. Program Title: [Your Program Name]
4. Program Start Date: [Start Date]
5. Program End Date: [End Date]
6. Confirmation of my full-time status throughout the duration of the program.

I appreciate your assistance in this matter as it is crucial for my application for the PGWP.

Thank you for your attention to this request. If you need any further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]