

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

Dear [Recipient's Name],

Subject: Explanation of Post-Graduation Work Permit (PGWP) Status

I hope this letter finds you well. I am writing to provide an explanation regarding my current Post-Graduation Work Permit (PGWP) status as requested.

I completed my studies at [Institution Name] in [Program Name] on [Completion Date]. I applied for my PGWP on [Application Date], and I am currently awaiting a decision on my application. During this period, I understand the importance of maintaining compliance with the conditions of my study permit and following all requisite guidelines.

Should you require any further information to assist in the processing of my application, please do not hesitate to contact me. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]