

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

Dear [Recipient's Name],

Subject: Request for Post-Graduation Work Permit (PGWP)

I hope this letter finds you well. My name is [Your Name] and I am a recent graduate from [Your Institution] with a [Degree/Program Name] that I completed on [Graduation Date]. I am writing to formally request a Post-Graduation Work Permit (PGWP) to allow me to work in Canada and gain valuable work experience in my field.

During my time at [Your Institution], I acquired [mention relevant skills or experiences]. I believe that obtaining a PGWP will enable me to contribute further to Canadian society and build a successful career in my industry.

I have attached the necessary documents to support my application, which include:

- A copy of my graduation certificate
- My transcript
- Proof of program completion
- Copy of my study permit

I appreciate your consideration of my request and look forward to your positive response. Please do not hesitate to contact me if you require any additional information.

Thank you for your attention to this matter.

Sincerely,

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