

[Your Name]

[Your Address]

[City, Province, Postal Code]

[Your Email Address]

[Your Phone Number]

[Date]

[Immigration, Refugees and Citizenship Canada]

[Address of the local office or application processing center]

Subject: Application for Post-Graduation Work Permit

Dear Sir/Madam,

I am writing to formally apply for a Post-Graduation Work Permit (PGWP) following the completion of my studies at [Name of Institution]. I graduated with a [type of degree, e.g., Bachelor's, Master's] in [Field of Study] on [Date of Graduation]. My student ID was [Student ID Number]. Enclosed are the required documents as per the PGWP application guidelines:

1. Completed application form (IMM 5780)
2. A copy of my diploma/degree certificate
3. Official transcripts from [Name of Institution]
4. A copy of my valid study permit
5. [Any additional document if applicable]

I would like to express my intent to further my career in Canada and contribute to the workforce following my studies. I believe that the experience I will gain through a work permit will complement my education and professional development.

Thank you for considering my application. I look forward to your positive response.

Sincerely,

[Your Name]