

[Your Name]
[Your Address]
[City, Province, Postal Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Title]
[Immigration, Refugees and Citizenship Canada (IRCC)]
[Department Address]
[City, Province, Postal Code]

Dear [Recipient Name],

Subject: Application for Post-Graduation Work Permit

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 [Degree/Program] on [Date of Graduation], and I am eager to transition into the workforce and apply my skills in [specific field/industry].

Throughout my program, I have gained valuable knowledge and practical experience in [briefly outline relevant skills or experiences]. I believe that obtaining the PGWP will allow me to contribute effectively to the Canadian economy and gain more hands-on experience in my chosen field. Attached to this letter are the required documents, including:

1. A copy of my graduation letter or transcript
2. A copy of my study permit
3. A completed PGWP application form
4. Any other required documents

Thank you for considering my application. I look forward to your positive response, and I am excited about the opportunity to work and grow in Canada.

Sincerely,

[Your Name]

[Your Reference Number, if applicable]