

[Your Name]
[Your Address]
[City, Province, Postal Code]
[Email Address]
[Phone Number]
[Date]

IRCC

[Address of the IRCC office]
[City, Province, Postal Code]

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

Dear Sir/Madam,

I hope this letter finds you well. I am writing to submit my application for the Post-Graduation Work Permit (PGWP) based on my recent completion of studies at [Name of Institution].

I completed my program in [Program Name] on [Date of Completion] and have attached all required documents, including:

1. A copy of my diploma/degree certificate
2. My final transcript
3. My study permit
4. A copy of my passport
5. [Any other supporting documents]

I completed my studies at [Name of Institution], which is a designated learning institution (DLI) in Canada. My program was [Duration of Program] long and has equipped me with the skills necessary to contribute to the Canadian workforce.

I kindly request your prompt processing of my application as I am eager to start my career in Canada. I appreciate your attention to my application and look forward to your positive response.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]