

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

[Recipient's Name]  
[Recipient's Title]  
[Institution's Name]  
[Institution's Address]  
[City, Province, Postal Code]

Dear [Recipient's Name],

Subject: Post-Graduation Work Permit (PGWP) Degree Verification

I am writing to request verification of my degree, which is required for my application for a Post-Graduation Work Permit (PGWP).

**\*\*Details of my program:\*\***

- Full Name: [Your Full Name]
- Student ID: [Your Student ID]
- Program Name: [Your Program Name]
- Degree Conferred: [Degree Type]
- Graduation Date: [Graduation Date]

Please provide confirmation of my degree and the completion of my studies at [Institution's Name] to support my PGWP application. If you require any further information or documentation, please do not hesitate to contact me.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]