

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

[Recipient Name]  
[Institution Name]  
[Institution Address]  
[City, Province, Postal Code]

Dear [Recipient Name],

Subject: Post-Graduation Work Permit (PGWP) Eligibility Letter

I am writing to confirm that I have completed my program of study at [Program Name] at [Institution Name], which I began on [Start Date] and concluded on [End Date]. This program is [Length of Program] in duration and I have successfully fulfilled all the academic requirements as outlined by the institution.

The details of my program are as follows:

- Program Name: [Program Name]
- Program Level: [Undergraduate/Graduate/etc.]
- Date of Enrollment: [Start Date]
- Date of Completion: [End Date]
- Total Program Length: [Length of Program]

As per the requirements for the Post-Graduation Work Permit, I want to confirm that my program has been at least [minimum length] months in duration and is eligible for the PGWP.

Please find attached my [transcript/confirmation of program completion/other relevant documents] for your reference.

Thank you for your attention to this matter, and I look forward to your prompt response.

Sincerely,

[Your Name]  
[Student ID Number] (if applicable)  
[Program or Department Name]