

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

Dear [Recipient Name],

I am writing to request a support letter for my application for a Post-Graduation Work Permit (PGWP). I recently completed my program of study in [Program Name] at [Institution Name], graduating on [Graduation Date]. As part of my application, it is essential to provide a letter from the institution confirming my enrollment and program details. I believe this will enhance my application and support my transition into the workforce in Canada.

To assist you in preparing the letter, here are the pertinent details:

- Full Name: [Your Full Name]
- Student ID Number: [Your Student ID]
- Program of Study: [Program Name]
- Dates of Attendance: [Start Date] to [Graduation Date]
- Credential Obtained: [Degree/Certificate Name]

I am eager to contribute to the Canadian economy and gain valuable experience in my field. Your assistance in providing this letter would be immensely appreciated.

Thank you for your support. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Student ID]