

[Your Name]
[Your Address]
[City, Province, Postal Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Title]
[Institution/Company Name]
[Address]
[City, Province, Postal Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a Post-Graduation Work Permit (PGWP) following the completion of my studies at [Name of Institution] in [Program of Study].

I successfully completed my program on [Date of Completion], and my studies were full-time and lasted for [Duration of Program]. My program has provided me with comprehensive knowledge and skills in [Field of Study], which I am eager to apply in a practical work setting.

Enclosed with this letter, please find the following documents for your reference:

- A copy of my diploma/degree certificate
- Transcripts confirming the completion of my program
- A copy of my study permit

I appreciate your consideration of my application and look forward to the opportunity to enhance my skills and contribute to the workforce in Canada. Should you require any additional information or documents, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]