

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

Dear [Recipient's Name],

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

I hope this letter finds you well. I am writing to formally submit my application for a Post-Graduation Work Permit following the completion of my studies at [Name of Institution].

I graduated on [Graduation Date] from the [Program Name] program and am keen to gain practical work experience in Canada. I have attached the necessary documents, including my degree certificate, transcripts, and proof of my study permit.

Thank you for considering my application. I am looking forward to your positive response.

Sincerely,

[Your Name]

[Student ID Number] (if applicable)