**TEMPLATE OF A CANADIAN-STYLE BUSINESS LETTER**

for Post-Graduation Work Permit application purposes

**\_\_\_\_\_\_\_\_\_\_\_**

[Date]

**Immigration, Refugees and Citizenship Canada**

**Case Processing Centre – Edmonton**

**RE: Letter of Explanation**

[Full Name]

UCI Number: XX-XXXX-XXXX [*\*Note: This can be seen on your Study Permit.]*

Dear Immigration Officer:

I am writing this letter in support of my [insert type of application] and would like to provide additional information/explanation on the following items.

**[Paragraph 1:**A stated purpose based on your situation]

**[Paragraph 2:** A thorough timeline containing exact dates (e.g. start and end date of your semester off)]

**[Paragraph 3:** A summary/list of any additional supporting documents included in your application]

E.g. Enclosed are the following documents:

1. …
2. …
3. …

Sincerely,

[Full Name]

[Address]

[Phone Number]

[Email address]