

Letter of Explanation for Study Permit Extension/Work Permit Application

(Name: xxxxxxxxxxxx; Date of Birth: YYYY-MM-DD; UCI: xxxxxxxxxxxx)

DATE

Dear IRCC Processing Officer,

This letter is in support of my (choose what applies) study permit extension/work permit application to provide additional information about (choose what applies) the reason I am applying for a study permit extension/my authorized leave from YYYY-MM-DD to YYYY-MM-DD / my part-time semester in (semester-YYYY) / being required to withdraw from YYYY-MM to YYYY-MM and my return to studies / other.

[Body paragraph: Describe circumstances and reasons in detail in 5-6 sentences]

I have attached the following documents to support my letter of explanation:

(Choose what applies)

- Approved leave letter
- Doctor's note
- Official transcript (if for study permit extension)
- Other supporting documents

Thank you for your time and consideration. If any additional information is required from my end, please do not hesitate to contact me.

Yours sincerely,

Your name

Address

Email

Phone number