

SAMPLE LETTER TEMPLATE ONLY

(Date)

(Your Full name)

(Your mailing address)

(Your Telephone)

(Your Email address)

Subject: Provincial Attestation Letter (PAL) Exemption Request – UCI: XXXX-XXX
(UCI number is on your Immigration documents)

Dear Officer,

You can write something like:

Please accept this letter in support of my study permit extension application. I am writing to formally request an exemption from the Provincial Attestation Letter (PAL) requirement.

Based on the information provided on the Immigration, Refugees and Citizenship Canada (IRCC) website, I meet the following specific exemption criteria:

(Please copy the exact wording of the applicable exemption from the IRCC website into this section.)

Source: <https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/study-permit/get-documents/provincial-attestation-letter.html#exemptions>.

I currently hold a valid study permit (*UCI: XXXX-XXX*) and will continue to attend (*Your University Name, e.g., Concordia University of Edmonton with Designated Learning Institution (DLI) Number O19073475522*) at the same level of study for as my current study permit.

For your reference, please find the following supporting documents attached:

- Copy of my current study permit
- Proof of enrolment at (*Your University Name, e.g., Concordia University of Edmonton*)

Thank you for your consideration.

Sincerely,

(Your full name)