

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Position]  
[Immigration Office/Consulate Name]  
[Office Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Application for Residency Visa

I am writing to formally request a residency visa to [Country Name]. I have prepared all necessary documentation and am eager to provide any additional information required to facilitate the process.

[Briefly explain your reasons for applying for the residency visa and your intentions in the country.]

Attached to this letter are copies of the following documents:

1. [Document 1]
2. [Document 2]
3. [Document 3]

I appreciate your attention to my application and look forward to your prompt response. Please feel free to contact me at [your phone number] or [your email address] if you require further details.

Thank you for considering my request.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]