

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

Dear Sir/Madam,

Subject: Application for Residency

I am writing to formally apply for residency in [Country Name]. I am [briefly introduce yourself, including your nationality and profession]. The purpose of my application is [explain the reason for seeking residency, such as employment, family reunion, study, etc.]. I have attached all necessary documents to support my application, including [list the documents you are including, such as passport, photographs, financial statements, etc.].

I assure you that I will comply with all the regulations and duties required as a resident in [Country Name]. Thank you for considering my application. I look forward to your positive response.

Sincerely,

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