

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

Immigration, Refugees and Citizenship Canada

[Office Address]
[City, Province/Postal Code]

Subject: [Subject of the Letter]

Dear Sir/Madam,

I am writing to [state the purpose of your letter clearly].

[Provide a brief introduction about yourself and any relevant details related to your application or inquiry.]

[Explain your situation or request in detail, providing all necessary information that supports your letter.]

[Conclude with a polite request or statement summarizing your main points and expressing your hope for a prompt response.]

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]