

[Your Name]

[Your Address]

[City, Province, Postal Code]

[Email Address]

[Phone Number]

[Date]

Immigration, Refugees and Citizenship Canada (IRCC)

[IRCC Office Address]

[City, Province, Postal Code]

Subject: Inquiry Regarding [Specific Matter]

Dear Sir/Madam,

I hope this letter finds you well. I am writing to inquire about [briefly state your inquiry or concern, e.g., the status of my application, specific documents required, etc.].

My application number is [Your Application Number] and I submitted it on [Submission Date]. I would appreciate any updates or information regarding this matter.

Thank you for your attention to my inquiry. I look forward to your prompt response.

Sincerely,

[Your Name]