

[Your Name]  
[Your Address]  
[City, Province, Postal Code]  
[Email Address]  
[Phone Number]  
[Date]  
Immigration, Refugees and Citizenship Canada  
[Address of the specific IRCC office]  
[City, Province, Postal Code]  
Subject: [Subject of Communication]  
Dear [Recipient's Name/Title],  
I hope this letter finds you well.  
[Paragraph 1: Introduction and purpose of the letter]  
[Paragraph 2: Additional details or context related to your case]  
[Paragraph 3: Any requests or actions you would like from the recipient]  
Thank you for your attention to this matter. I look forward to your  
prompt response.  
Sincerely,  
[Your Name]  
[Your Signature (if sending a hard copy)]