

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

Immigration, Refugees and Citizenship Canada
[Address of the relevant IRCC office]
[City, Province, Postal Code]

Subject: Request for Family Reunification

Dear Sir/Madam,

I am writing to formally request family reunification for [Name of the family member you wish to reunite with], who is currently located in [Country of the family member].

1. ****Applicant Information****

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- PR Status: [Permanent Resident/Citizen of Canada]
- Application Number (if applicable): [Your Application Number]

2. ****Details of Family Member****

- Full Name: [Name of family member]
- Relationship to Applicant: [e.g., spouse, child, parent]
- Date of Birth: [Date of Birth]
- Current Location: [Country and City]

3. ****Reasons for Reunification****

- [Briefly explain the reasons for your request and the importance of the reunification to your family.]

4. ****Supporting Documents****

- [List any attached documents like proof of relationship, financial documents, etc.]

I kindly ask you to consider this request so that my family can be reunited effectively.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

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