

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

Immigration, Refugees and Citizenship Canada  
[Office Address]  
[City, Province, Postal Code]

Subject: Application for Permanent Residency

Dear [Recipient's Name or "To Whom It May Concern"],

I am writing to formally submit my application for permanent residency in Canada. My application is based on [specify the category, e.g., Skilled Worker, Family Sponsorship, etc.].

Attached to this letter are my supporting documents, which include:

1. [Document Name]
2. [Document Name]
3. [Document Name]

I believe that my qualifications and experiences meet the criteria set forth by IRCC for permanent residency. I am looking forward to your consideration of my application.

Thank you for your attention to this matter.

Sincerely,

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