

[Your Name]
[Your Address]
[City, Province, Postal Code]
[Email Address]
[Date]
[Recipient's Name]
[Recipient's Title/Department, if known]
Immigration, Refugees and Citizenship Canada (IRCC)
[Office Address, if known]
[City, Province, Postal Code]
Subject: Proof of Relationship
Dear [Recipient's Name or "To Whom It May Concern"],
I am writing to provide proof of my relationship with [Name of the person
you are related to], who is applying for [type of application, e.g.,
permanent residency, sponsorship, etc.].

1. ****Relationship Details****
 - Full Name of Applicant: [Name]
 - Relationship to Applicant: [Your relationship, e.g., spouse, parent,
sibling, etc.]
 - Date of Birth: [Applicant's DOB]
 - Address of Applicant: [Applicant's address]
2. ****Evidence of Relationship****
 - Description of how you know each other: [Brief explanation]
 - Types of documentation attached: [e.g., marriage certificate,
photographs, joint accounts, etc.]
3. ****Contact Information****

Should you require any further information or documentation, please do
not hesitate to contact me at [Your Phone Number] or [Your Email
Address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Relationship to the Applicant]