

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

[Immigration, Refugees and Citizenship Canada (IRCC)]  
[Address of the specific IRCC office if applicable]  
[City, Province, Postal Code]

Subject: Sponsorship Application for [Name of Sponsored Person]

Dear Sir/Madam,

I am writing to formally submit my sponsorship application for [Name of Sponsored Person], who is my [relationship, e.g., spouse, sibling, etc.].

Personal Details of the Sponsored Person:

- Full Name: [Full Name]
- Date of Birth: [Date of Birth]
- Country of Citizenship: [Country]

Sponsorship Details:

- I, [Your Full Name], am a permanent resident/citizen of Canada, residing at [Your Address].
- My relationship with the sponsored person is [describe the nature of the relationship].
- I am committed to supporting [Name of Sponsored Person] financially and ensuring they do not need to rely on social assistance.

Enclosed with this letter are the required documents:

1. [List the documents, e.g., proof of relationship, financial documents, etc.]
2. [Any additional documentation]

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

Sincerely,

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