

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

Immigration, Refugees and Citizenship Canada  
[Address of the IRCC office you are addressing]  
[City, Province, Postal Code]  
Subject: Visitor Visa Application - [Your Full Name]

Dear Sir/Madam,

I am writing to apply for a visitor visa to Canada for [duration of stay, e.g., two weeks] from [start date] to [end date].

[Briefly explain your purpose of visit, e.g., visiting family, attending an event, tourism, etc.]

I have attached the required documents, including:

- A completed application form (IMM 5257)
- Proof of financial support
- A copy of my travel itinerary
- [Any other relevant documents]

Please let me know if you require any additional information.

Thank you for considering my application.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Date of Birth]  
[Your Passport Number] (if applicable)