

[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 [Type of Application] - [Your Application Number if applicable]

Dear Sir/Madam,

I am writing to submit my application for [Type of Application] under the [specific program or category] as per the guidelines outlined by IRCC. I have enclosed the required documents and completed forms for your review. My personal details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Country of Citizenship: [Your Country]
- Application Number: [If applicable]

[Include a brief explanation of your situation, the purpose of your application, and any additional context that might support your case. Ensure to mention any specific references to supporting documents you have provided.]

I kindly ask that you consider my application and I am available for any further information or clarification you may require.

Thank you for your attention to my application. I look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Application Number (if applicable)]
[Your Contact Information]