

**\*\*[Your Name]\*\***

[Your Address]

[City, Province, Postal Code]

[Email Address]

[Phone Number]

[Date]

**\*\*Immigration, Refugees and Citizenship Canada (IRCC)\*\***

[Relevant IRCC Office Address]

[City, Province, Postal Code]

**\*\*Subject: [Reason for Letter / Application Type]\*\***

Dear Sir/Madam,

I am writing to [state the purpose of your letter, e.g., apply for a study permit, request information, etc.].

[In the following paragraphs, provide detailed information regarding your situation or request. Be clear and concise. Include any relevant identification numbers or application details.]

I have attached [list any documents you are enclosing, if applicable] to support my request.

Thank you for your time and consideration. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Application Number (if applicable)]

**\*\*Enclosures:\*\*** [List of enclosed documents, if any]