

[Your Name]  
[Your Address]  
[City, Province, Postal Code]  
[Email Address]  
[Phone Number]  
[Date]  
Immigration, Refugees and Citizenship Canada  
[Specific Office/Department, if applicable]  
[Office Address]  
[City, Province, Postal Code]  
Subject: [Brief Subject of the Letter]  
Dear [Recipient's Name or "To Whom It May Concern"],  
[Introduction: State the purpose of the letter and any relevant  
information about your application or case.]  
[Body: Provide detailed information, addressing any specific questions or  
requirements, and include any supporting evidence or documentation  
references.]  
[Conclusion: Summarize your request or intentions and express gratitude  
for their attention to your matter.]  
Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Application/Client ID Number, if applicable]