

[Your Name]

[Your Address]

[City, Province, Postal Code]

[Email Address]

[Phone Number]

[Date]

Immigration, Refugees and Citizenship Canada

[IRCC Office Address]

[City, Province, Postal Code]

Subject: [Subject of the Letter, e.g., Application for Permanent Residency, Inquiry about Application Status]

Dear [IRCC Officer's Name or "Sir/Madam"],

I hope this letter finds you well. I am writing to [briefly state the purpose of your letter, e.g., submit additional documents, inquire about application status, etc.].

[In the following paragraphs, provide detailed information. Include reference to your application number or file number, details regarding your situation, and any other pertinent information.]

Thank you for your attention to this matter. If you require any further information or documentation, please do not hesitate to contact me.

Sincerely,

[Your Name]

[Your Signature, if sending a hard copy]