

[Your Name]

[Your Address]

[City, Province/State, Postal Code/ZIP Code]

[Email Address]

[Phone Number]

[Date]

Immigration, Refugees and Citizenship Canada

[Office Address or Specific Department]

[City, Province/State, Postal Code]

Subject: [Brief Description of the Purpose of the Letter]

Dear Sir/Madam,

I am writing to you regarding [specific reason for the correspondence, e.g., my application for permanent residence, my inquiry about a visa application, etc.].

[Provide a general introduction stating your situation or issue.]

[Clearly explain the details of your application or issue, including any relevant reference numbers or case identifiers.]

[Include any supporting information, documents, or evidence that may assist in addressing your request.]

I would like to request [specific request or action you are seeking from IRCC].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Application or Case Number (if applicable)]