

[Your Name]
[Your Address]
[City, Province, Postal Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Immigration Office Name]
[Office Address]
[City, Province, Postal Code]

Subject: Adjustment of Status Application - [Your Full Name]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request an adjustment of status for my immigration application, currently pending under application number [Application Number].

[Briefly explain your current status in Canada and why you are seeking an adjustment. Include any relevant dates or circumstances.]

I believe that my situation warrants consideration for an adjustment of status due to [specific reasons such as changes in circumstances, eligibility criteria, etc.].

Enclosed with this letter are the following documents to support my application:

1. [Document 1]
2. [Document 2]
3. [Document 3]

I appreciate your attention to my request and am hopeful for a favorable response. Should you require any further information, please do not hesitate to contact me at the provided phone number or email address.

Thank you for your time and consideration.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Immigration File Number (if applicable)]