

[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: Immigration Sponsorship Application for [Beneficiary's Name]  
Dear Sir/Madam,  
I, [Your Full Name], residing at [Your Address], am writing to formally sponsor [Beneficiary's Full Name], who is currently residing at [Beneficiary's Address]. I am a [Your Status in Canada: Citizen/Resident] and I wish to support [Beneficiary's Name] in their application for permanent residency in Canada.  
I confirm that I am financially capable of supporting [Beneficiary's Name] and ensuring that they will not require any social assistance from the government. I have attached all relevant documents that demonstrate my financial stability and legal residency status in Canada.  
[Insert a personal statement regarding your relationship with the beneficiary, the duration of your relationship, and the reasons why you wish to sponsor them.]  
I understand the responsibilities that come with being a sponsor and am prepared to fulfill all obligations as detailed in the sponsorship agreement.  
Thank you for considering this application. I look forward to your favorable response.  
Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Printed Name]