

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Title]  
[Organization/Agency Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Application for Residency in Canada

I am writing to formally apply for residency in Canada under the [specific immigration program, e.g., Express Entry, Family Sponsorship, Provincial Nominee Program].

[Paragraph 1: Introduce yourself and your background, including your nationality, current situation, and reason for wanting to immigrate to Canada.]

[Paragraph 2: Explain your qualifications, skills, and experiences that make you a suitable candidate for residency. Include any relevant educational background or professional experience.]

[Paragraph 3: Discuss any family ties in Canada, community involvement, or connections that support your application.]

[Paragraph 4: Mention any documentation you are including with your application, such as identification, proof of employment, or educational credentials.]

I am excited about the opportunity to contribute to Canadian society and economy, and I appreciate your consideration of my application. I look forward to the possibility of becoming a part of this wonderful country. Thank you for your time and attention.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]