

[Your Name]
[Your Address]
[City, Province, Postal Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Immigration, Refugees and Citizenship Canada]
[Address]
[City, Province, Postal Code]
Subject: Immigration Appeal for [Your Application Reference Number]
Dear [Recipient's Name],
I am writing to formally appeal the decision made regarding my application for [specify the type of application, e.g., permanent residency, work permit, etc.] under the application number [Your Application Reference Number]. I received the decision on [date of the decision], and I believe there are grounds for reconsideration due to the following reasons:
1. [State the first reason for your appeal, providing specific details and any supporting evidence.]
2. [State the second reason for your appeal, with additional evidence or explanations.]
3. [Continue with any other relevant points that strengthen your case.]
I have included [mention any attached documents, such as additional evidence, supporting letters, etc.] to support my appeal. I kindly request that you review the additional information and reconsider your previous decision.
I appreciate your attention to my appeal and look forward to your response.
Thank you for your time.
Sincerely,
[Your Name]
[Your Signature (if sending a hard copy)]