

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

Immigration, Refugees and Citizenship Canada

[Appropriate Office Address]
[City, Province, Postal Code]

Subject: Family Sponsorship Application for [Family Member's Name]

Dear Sir/Madam,

I, [Your Full Name], a Canadian citizen/permanent resident, am writing to formally sponsor my [relationship, e.g., spouse/parent/child], [Family Member's Full Name], who resides at [Family Member's Address].

I wish to express my intention to support [him/her/them] in joining me in Canada. [Family Member's Name] was born on [Date of Birth] in [Place of Birth] and is currently living in [Country of Residence].

I have been residing in Canada since [Date] and am currently employed as [Your Job Title] at [Your Employer's Name]. I am able and willing to provide for [Family Member's Name] financially, ensuring they have adequate means of support. I have attached proof of my income and financial stability for your reference.

[Include any additional personal statements or reasons for the sponsorship, if desired.]

Please find enclosed the necessary forms, such as the sponsorship agreement and the completed application. I kindly ask you to review my application and grant my family member the permission to immigrate to Canada.

Thank you for your consideration.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]