

[Your Name]
[Your Address]
[City, Province, Postal Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Immigration, Refugees and Citizenship Canada]
[Office Address]
[City, Province, Postal Code]
Subject: Immigration Case [Your Case Number]
Dear [Recipient Name],
I am writing to provide additional information regarding my immigration case, reference number [Your Case Number].
[Briefly explain the purpose of your letter and any pertinent information, evidence, or updates related to your case. Be concise and clear.]
Thank you for your attention to my application. I appreciate your consideration and look forward to your positive response.
Sincerely,
[Your Name]
[Your Signature (if sending a hard copy)]