

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Immigration Department Address]
[City, State, Zip Code]

Subject: Application for Resident Permit

Dear Sir/Madam,

I hope this letter finds you well. I am writing to formally apply for a resident permit in Kuwait.

My details are as follows:

- Full Name: [Your Full Name]
- Nationality: [Your Nationality]
- Passport Number: [Your Passport Number]
- Date of Birth: [Your Date of Birth]
- Occupation: [Your Occupation]
- Current Address in Kuwait: [Your Address in Kuwait]
- Contact Number: [Your Contact Number]

I have [mention duration of stay] in Kuwait for [reason for staying, e.g., work, family reunification, etc.].

Enclosed with this letter are the following documents for your review:

1. Copy of my passport
2. Copy of my visa
3. Employment contract (if applicable)
4. Proof of accommodation
5. [Any other relevant documents]

I kindly request you to process my application for a resident permit. Should you need further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature] (if sending a hard copy)
[Your Printed Name]