

[Your Name]

[Your Address]

[City, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Department Name]

[Ministry of Interior]

[Kuwait City, Kuwait]

Subject: Application for Residency Permit

Dear [Recipient's Name],

I am writing to formally apply for a residency permit in Kuwait. My name is [Your Name], and I am a [your nationality] citizen, currently residing at [your address in Kuwait, if applicable].

I recently [briefly explain the reason for your residency application, e.g., received a job offer, relocated for family reasons, etc.]. I have attached all the necessary documents to support my application, including:

1. Copy of my passport
2. Employment contract (if applicable)
3. Medical reports
4. Proof of accommodation

I kindly request your prompt processing of my residency application. Should you require any further information or additional documentation, please do not hesitate to contact me at the details provided above.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]