

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Immigration Office Name]
[Office Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Application for Family Permanent Residency

I am writing to formally apply for family permanent residency for my [relationship, e.g., spouse, child, etc.], [Name of the Person], who is currently residing in [Country].

We have been [brief description of the relationship and how long you have been together]. [Include any relevant details about your family, such as children, community involvement, and support system].

In support of this application, I have included the necessary documents, including [list of supporting documents, e.g., marriage certificate, birth certificates, financial statements, etc.].

I kindly request you to consider our application favorably and allow my family to reunite permanently in [Country].

Thank you for your attention to this matter. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]