

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

Dear [Recipient Name],

Subject: Application for Permanent Residency

I am writing to formally submit my application for permanent residency in [Country/Region]. My name is [Your Full Name], and I am currently residing at [Your Current Address]. I have been living in [Country/Region] since [Date of Arrival] under the [Visa Type/Status]. [Provide a brief introduction about yourself, your background, and reason for applying for permanent residency. Include any relevant details that may support your case, such as employment, family ties, contributions to the community, etc.]

I have attached the necessary documents to support my application, including:

1. Completed application form
2. Proof of residency (leases, utility bills, etc.)
3. Employment verification (letters from employers, pay stubs, etc.)
4. Background check and medical examination results
5. [Other relevant documents]

I kindly request your consideration of my application and hope for a favorable response. Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]