

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

[Recipient's Name]
[Department Name]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Permanent Residency

I hope this letter finds you well. My name is [Your Name], and I am writing to formally request consideration for my application for permanent residency in [Country Name].

I have been residing in [Country Name] since [Date of Entry] and during this time, I have established strong ties to the community. I [briefly describe your contributions to the community, employment status, or education].

I believe that obtaining permanent residency will allow me to further contribute to the [specific community or field] and enhance my stability and integration into [Country Name].

Enclosed with this letter are my application forms, supporting documents, and any required fees. I appreciate your time and consideration of my request.

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

Sincerely,
[Your Name]