

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

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

Dear [Recipient's Name],

Subject: Application for Permanent Residency

I am writing to formally submit my application for permanent residency in [Country/Region]. My application is based on [brief description of the basis for your residency application, e.g., family sponsorship, employment, asylum, etc.].

Enclosed with this letter are the necessary documents, including:

1. [Document 1: e.g., completed application form]
2. [Document 2: e.g., passport copies]
3. [Document 3: e.g., proof of employment or sponsorship]
4. [Any additional documents relevant to your application]

I am committed to complying with all regulations and requirements for this process and have done my utmost to gather all essential information and documentation.

I appreciate your attention to my application and look forward to your positive response. Please do not hesitate to contact me if you require any additional information or clarification.

Thank you for your consideration.

Sincerely,

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