

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

Dear [Recipient's Name],

Subject: Application for Permanent Residency

I hope this letter finds you well. I am writing to formally submit my application for permanent residency in [Country Name] and to provide you with the necessary documentation and information required for consideration.

[Briefly introduce yourself, including your current status and reasons for applying for permanent residency. Mention any relevant personal or professional background.]

Enclosed with this letter, you will find the following documents to support my application:

1. Completed application form
2. Copy of my passport
3. Proof of residency status
4. Employment verification letter
5. [Any other relevant documents]

I believe that my commitment to [Country Name] aligns with the values and community spirit of your esteemed country. I am eager to contribute positively to its society and economy.

Thank you for your time and consideration. I look forward to your favorable response regarding my application.

Sincerely,
[Your Name]