

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

Dear [Recipient Name],

Subject: Application for Permanent Residency

I am writing to formally apply for permanent residency in [Country Name]. I have been residing in [Country Name] since [Date of Arrival], and I believe that I meet the necessary criteria for this status.

In support of my application, I have included the following documents:

1. Completed application form
2. Copy of my passport
3. Proof of employment (e.g., pay stubs, employment letter)
4. Tax documents
5. Proof of residence (e.g., lease agreement, utility bills)
6. [Any additional documents relevant to your situation]

During my time in [Country Name], I have contributed to the community by [mention any community service, employment, or other contributions]. My intention is to remain here permanently and continue to contribute positively to the society.

Thank you for considering my application. I look forward to your favorable response.

Sincerely,

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