

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

Dear [Recipient Name],

I am writing to formally request consideration for permanent residency in [Country]. My name is [Your Full Name], and I have been residing in [Country] since [Year], where I have [briefly explain your purpose for being in the country, e.g., studying, working, etc.].

During my time in [Country], I have contributed to [mention any contributions to community, work, or studies], and I have built strong relationships within the community. My experiences have deepened my commitment to becoming a long-term part of [Country].

I meet the eligibility requirements for permanent residency, including [briefly outline qualifications, e.g., employment, family ties, or asylum status]. Enclosed are the necessary documents supporting my application. Thank you for considering my request. I am hopeful for the opportunity to continue my life in [Country] and contribute positively to its society.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]