

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Office of Immigration]
[Department/Agency Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name or "To Whom It May Concern"],

Subject: Application for Permanent Residency

I am writing to formally submit my application for permanent residency in [Country]. I have included all necessary documentation and forms as required by the application guidelines.

My qualifications and contributions to [Country] include:

- [Briefly outline qualifications or achievements relevant to your application]
- [Mention any community involvement or contributions]

I appreciate your consideration of my application and look forward to your positive response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]

[Enclosures: List of documents included]