

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

[Immigration Authority's Name]  
[Office/Department Name]  
[Immigration Authority's Address]  
[City, State, Zip Code]

Subject: Application for Permanent Residency

Dear [Immigration Authority's Name or "Sir/Madam"],

I am writing to formally submit my application for Permanent Residency (PR) in [Country Name].

[Paragraph 1: Introduce yourself and provide your background, including pertinent details such as nationality, current status, and reason for applying for PR.]

[Paragraph 2: Explain your qualifications and contributions that make you a suitable candidate for PR. Include work experience, education, and any community involvement.]

[Paragraph 3: State your intentions for residing in [Country Name] and how you plan to contribute to the community and economy.]

I have enclosed [list any supporting documents: application form, proof of identity, proof of residence, etc.] for your review.

Thank you for considering my application. I look forward to the opportunity to discuss my application further.

Sincerely,

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