

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

[Recipient Name]  
[Title]  
[Immigration Department/Agency Name]  
[Office Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Application for Permanent Residency

I am writing to formally submit my application for permanent residency in [Country Name].

[Introduce yourself briefly: mention your current status, nationality, and any relevant background information.]

I have attached all necessary documents to support my application, including:

1. [Document 1]
2. [Document 2]
3. [Document 3]

I believe that my skills and experiences will be a valuable addition to the community in [Country Name]. Please do not hesitate to contact me if you require any further information or additional documentation.

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

Sincerely,

[Your Name]