

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

[Recipient Name]  
[Recipient Title]  
[Department or Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally submit my application for Permanent Residency in [Country/Region] under the [specific program or category, e.g., Skilled Worker Program].

I have enclosed all necessary documents, including [list key documents such as proof of identity, employment history, educational qualifications, etc.], to support my application.

I believe that my [mention qualifications, skills, or experiences relevant to the application] make me a suitable candidate for [Country/Region]. I am committed to contributing positively to the community and upholding the values of [Country/Region].

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

Thank you for your time and attention.

Sincerely,

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