

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

Dear [Recipient Name],

Subject: Application for Permanent Residency

I hope this letter finds you well. I am writing to formally apply for Permanent Residency in [Country Name] under the [specific program/category] as outlined in [applicable immigration laws/regulations].

**\*\*Personal Background\*\***

My name is [Your Full Name], and I am a [Your Age] year old [Your Nationality] currently residing in [Current City/Country]. I hold a [Your Degree] in [Your Field of Study] from [Your University], and I have been residing in [Country Name] for [duration].

**\*\*Purpose of Application\*\***

I wish to obtain permanent residency to [explain your reasons, e.g., continue my career, reunite with family, etc.]. Since my arrival, I have [mention any relevant experiences, contributions, skills, or community involvement].

**\*\*Supporting Documents\*\***

Enclosed with this letter are the following documents to support my application:

1. Completed Application Form
2. Copy of Passport
3. Proof of Employment/Financial Stability
4. [Other relevant documents]

**\*\*Conclusion\*\***

I am committed to contributing positively to [Country Name] and am hopeful for the opportunity to reside here permanently. Thank you for considering my application. I look forward to your response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]