

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

Dear [Recipient's Name],

Subject: Application for Permanent Residency

I am writing to formally submit my application for permanent residency in [Country Name] under the [specific category/visa type, e.g., Skilled Worker, Family Sponsorship, etc.]. My application is supported by various documents that reflect my qualifications and my commitment to contributing positively to [Country Name].

Personal Information:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Nationality: [Your Nationality]
- Passport Number: [Your Passport Number]
- Current Address: [Your Current Address]

Background:

I have [number] years of experience in [your profession or field]. Currently, I am employed as [Your Job Title] at [Your Company Name]. My work has allowed me to [briefly describe your responsibilities and achievements]. I aim to bring my skills in [specific skills or expertise relevant to your application] to [Country Name].

Family Details:

I am currently [single/married], and my spouse (if applicable), [Spouse's Full Name], holds a [his/her nationality] passport. We have [number of children, if applicable], and their names are [Children's Names, Ages].

Reasons for Application:

My motivation for applying for permanent residency includes:

1. [Reason 1: e.g., desire to live and work in a stable environment]
2. [Reason 2: e.g., wishing to reunite with family in [Country Name]]
3. [Reason 3: e.g., contributing my skills to the workforce/economy]

I have enclosed the following documents to support my application:

- [List of documents: e.g., Application Form, Passport Copies, Educational Qualifications, Work Experience Letters, Marriage Certificate, etc.]

I am looking forward to the opportunity to further contribute to the vibrant community in [Country Name]. Thank you for considering my application. Please do not hesitate to contact me for any further information or clarification.

Sincerely,

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