

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

Dear [Recipient's Name or "To Whom It May Concern"],

Subject: Application for Permanent Residency

I am writing to formally apply for permanent residency in [Country/Region]. My full name is [Your Full Name], and I am currently residing at [Your Current Address].

I have been living in [Country/Region] since [Date of Arrival] and have fulfilled all necessary requirements outlined in the application guidelines. I am [briefly explain your situation: e.g., employed, studying, etc.], and I believe I meet the eligibility criteria for permanent residency based on [mention relevant categories such as employment, family ties, humanitarian grounds, etc.].

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

1. [List of documents, e.g., passport copies, employment letters, etc.]
2. [Any additional supporting documents]
3. [Proof of language proficiency, if applicable]

I kindly request that my application be considered, and I am eager to provide any additional information or documentation if necessary. I appreciate your time and attention to my application and look forward to your positive response.

Thank you for your consideration.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Application Reference Number, if applicable]