

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Department/Organization 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/Region] and to outline my qualifications, experiences, and contributions that demonstrate my eligibility for this status.

**\*\*Introduction\*\***

Introduce yourself briefly, including your current status, background, and the purpose of your application.

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

Provide details about your personal and professional background, including educational qualifications and work experience.

**\*\*Reasons for Application\*\***

Explain why you are seeking permanent residency and how it aligns with your personal and professional goals.

**\*\*Contribution to the Community\*\***

Highlight your commitment to contributing positively to the local community and economy, mentioning any relevant skills, experiences, or volunteer work.

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

Summarize your request for permanent residency and express your enthusiasm for the opportunity to contribute to [Country/Region].

Thank you for considering my application. I look forward to the possibility of discussing my application further.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]