

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

Subject: Application for Immigration Residency

Dear [Immigration Officer's Name],

I hope this letter finds you well. I am writing to formally submit my application for residency in [Country Name]. I have attached all required documents, including [list key documents, e.g., birth certificate, proof of employment, etc.], to support my application.

I wish to provide a brief overview of my background:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Nationality: [Your Nationality]
- Current Status: [Your Current Immigration Status]

I have been residing in [Country Name] since [Date of Arrival] and have established strong ties to the community by [mention any relevant community involvement, employment, etc.]. I believe that my contributions could greatly benefit [Country Name].

I kindly request your consideration of my application and look forward to your positive response. Thank you for your attention to this matter.

Sincerely,

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