

# Immigration Application Cover Letter Template

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[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Date]

Immigration, Refugees and Citizenship Canada  
[Office Address]  
[City, State, ZIP Code]

Dear Sir/Madam,

Subject: Application for Permanent Residence under [Specific Program, e.g., Federal Skilled Worker Program]

I am writing to formally apply for permanent residence in Canada under the [Specific Program, e.g., Federal Skilled Worker Program] through the Express Entry system. Below, I have outlined the details of my application and attached all required documents for your review.

## **Personal Information:**

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

## **Educational Background:**

- Highest Degree Earned: [Your Degree]
- Issuing Institution: [Institution Name]
- Year of Graduation: [Year]
- Educational Credential Assessment (ECA): Completed by [Assessing Body, e.g., World Education Services (WES)]

## **Language Proficiency:**

- IELTS Overall Band Score: [Your Score]
- Test Date: [Test Date]

**Work Experience:**

- Current Job Title: [Your Job Title]
- Employer: [Employer Name]
- Duration of Employment: [Start Date - End Date]
- Total Years of Relevant Experience: [Number of Years]

**Proof of Funds:**

- Bank Statements: [Details of Financial Proof]
- Amount Available: [Amount in CAD]

**Additional Information:**

- Police Clearance Certificate: Issued by [Issuing Authority]
- Medical Examination: Completed on [Date]
- Biometrics: Provided on [Date]

**Attachments:**

- Copy of Passport
- Educational Credential Assessment (ECA) Report
- IELTS Test Results
- Proof of Funds (Bank Statements)
- Police Clearance Certificate
- Medical Examination Report
- Biometrics Confirmation

I am enthusiastic about the opportunity to contribute to Canada's economy and society. With my educational background and professional experience, I am confident that I will be able to integrate successfully into the Canadian community and workforce.

Thank you for considering my application. Should you require any further information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Yours sincerely,

[Your Full Name]

[Your Signature (if submitting a hard copy)]