

# Letter of Intent

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization/Agency Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my intention to alter my permanent residency status from [current status] to [desired status]. I believe that this change will significantly improve my situation due to [brief reason for change].

Throughout my time as a permanent resident, I have [mention any relevant experiences, contributions, or reasons]. It is my intention to continue to [describe future plans, contributions, or reasons for wanting to alter status].

I kindly request your consideration regarding my application for altering my residency status. Should you require any additional information or documentation, please do not hesitate to contact me at the provided phone number or email address.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]