Notification of Permanent Residency Status Alteration

Date: [Insert Date]
[Recipient's Name]
[Recipient's Address]
[City, State, ZIP Code]
Dear [Recipient's Name],
We are writing to inform you that there has been a change regarding your permanent residency status.
Your previous status of [Previous Status] has been altered to [New Status] as of [Effective Date] This change is a result of [brief explanation of why the change occurred, if applicable].
If you have any questions or require further information regarding this change, please do not hesitate to contact us at [Contact Information].
Thank you for your attention to this matter.
Sincerely,
[Your Name]
[Your Title]
[Your Organization]
[Contact Information]