

Embassy of [Country]

[Embassy Address]

[City, State, Zip Code]

[Date]

To Whom It May Concern,

Subject: Submission of Legal Documents for Residency Permit

I, [Your Full Name], born on [Date of Birth], hold the nationality of [Your Nationality] and currently reside at [Your Address]. I am submitting the following documents as part of my application for a residency permit in [Country]:

- Completed residency permit application form
- Passport copy
- Birth certificate
- Proof of financial stability
- Medical certificate
- Police clearance certificate
- Any additional documents as required

I confirm that all information provided is true and accurate to the best of my knowledge. Please feel free to reach out to me at [Your Contact Information] should you require any further information or clarification.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if submitting a hard copy)]

[Your Printed Name]