

[Sender Name/Department]
[Organization Name]
[Street Address]
[City, State, Zip Code]
[Date]

[Recipient Name/Agency]
[Street Address]
[City, State, Zip Code]

Subject: Confirmation of Permanent Resident Status

To Whom It May Concern,

This letter is to formally confirm that **[Full Name of Resident]** is a lawful Permanent Resident of [Country Name].

The details regarding their status are as follows:

- **Full Legal Name:** [Full Name]
- **Date of Birth:** [Month Day, Year]
- **Alien Registration Number (A-Number) / ID Number:** [Number]
- **Status Effective Date:** [Date Status was Granted]
- **Document Expiry Date:** [Date, if applicable]

According to our records, [Full Name of Resident] is authorized to live and work indefinitely within [Country Name] and is entitled to the rights and privileges associated with Permanent Resident status.

If you require any further information or verification, please contact our office at [Phone Number] or [Email Address].

Sincerely,

[Signature]
[Printed Name]
[Title/Position]