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John Doe, 123 Toronto Avenue, Vancouver, BC V3VV4V
Date: 6 May 2021
Subject: Immigration medical exam for permanent residency application
Dear Officer,
This is in reference to the Immigration Medical Exam required in support of my Application for Permanent Residence under the TR to PR public policy.
I would like to submit the following:
 I am scheduled for an upfront immigration medical exam on(date) with Dr(name),(address). I will provide the proof of medical exam, i.e. the e-medical receipt, to IRCC as soon as I have it after my exam.
I am attaching the following documents as proof that I have an appointment scheduled for the medical exam: - Email confirmation of the exam appointment from the office of Dr. (name),(address)
I thank you for your understanding. Please don't hesitate to contact me should you require any additional information.
Sincerely,
John Doe