

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Department/Office Name]  
[Agency/Organization Name]  
[Address]  
[City, State, Zip Code]

Subject: Citizenship Visa Application

Dear [Recipient Name],

I am writing to formally submit my application for a citizenship visa. My name is [Your Name], and I am currently residing at [Your Address]. I have attached all the necessary documents required for the application process.

I was born on [Your Date of Birth] in [Your Place of Birth] and have been a resident of [Country of Residence] since [Year]. I believe I meet all the eligibility criteria for obtaining a citizenship visa, and I am eager to contribute to my community and uphold the values of [Country].

Enclosed with this letter, you will find:

- Completed application form
- Copy of my passport
- Proof of residency
- [Any other relevant documents]

I appreciate your time and consideration in processing my application. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any additional information.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]