

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Title]
[Department of Citizenship and Immigration]
[Office Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally submit my application for U.S. citizenship. My name is [Your Full Name], and I am currently residing at [Your Address]. I have been a permanent resident since [Date of Becoming Permanent Resident] and have fulfilled all requirements for citizenship.

I have attached the following documents for your review:

1. Form N-400: Application for Naturalization
2. Copy of my Permanent Resident Card
3. [List any other relevant documents, e.g., Marriage Certificate, Tax Returns, etc.]

I appreciate your time and attention to my application. Please feel free to contact me if you require any further information or documentation.

Thank you for considering my application.

Sincerely,

[Your Name]