

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Department/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my intent to apply for citizenship and to provide the necessary documents and information to support my application.

[Briefly introduce yourself, including your current status and the number of years you have lived in the country.]

I believe that becoming a citizen is essential for me because [state your reasons for wanting citizenship, such as the ability to vote, job opportunities, family ties, etc.].

Enclosed, please find the required documentation, including [list the documents you are including, such as proof of residency, employment letters, etc.].

Thank you for considering my application. I look forward to your positive response.

Sincerely,
[Your Name]