

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Citizenship Office Address]  
[City, State, ZIP Code]

Dear Sir/Madam,

I am writing to formally apply for citizenship in [Country Name]. I have been a resident of [Country Name] since [Year] and have developed a deep appreciation for the culture, values, and opportunities that this great nation provides.

Throughout my time here, I have [briefly describe your contributions, such as employment, community service, or education]. I believe that my commitment to [Country Name] is reflected in my actions and the relationships I have built within the community.

I meet all the necessary requirements for citizenship, including [list requirements such as language proficiency, residency duration, etc.]. Enclosed with this letter are copies of the required documents to support my application, including [list documents, e.g., proof of residency, tax returns, etc.].

I am eager to contribute further to society as a citizen and uphold the principles and responsibilities that come with this privilege. Thank you for considering my application. I look forward to the opportunity to discuss my application further.

Sincerely,  
[Your Name]