

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

[Recipient Name]
[USCIS Office Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my intention to apply for United States citizenship and to provide important information about my background and qualifications.

I was born in [Country of Birth] on [Date of Birth] and have been a lawful permanent resident of the United States since [Date of Permanent Residency]. Throughout my time in the U.S., I have developed a deep appreciation for the culture, values, and opportunities this country offers.

I believe I meet the qualifications for citizenship as outlined by USCIS, including:

- Maintaining a residence in the U.S. for the required period
- Demonstrating good moral character
- Exhibiting knowledge of the English language and U.S. history and government

In support of my application, I have attached the following documents:

1. A copy of my Permanent Resident Card
2. Evidence of residency (e.g., lease agreements, utility bills)
3. Certificates of completion for English and civics courses
4. [Any additional documents relevant to your application]

I am excited about the prospect of becoming a U.S. citizen and fully participating in the democratic process. Thank you for considering my application, and I look forward to your response.

Sincerely,
[Your Name]