

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

Dear [Recipient's Name],

I am writing to formally express my intent to apply for U.S. citizenship. I have been a resident of [State] since [Year] and have gained a deep appreciation for the values and opportunities that this country offers. Throughout my time here, I have embraced the culture and actively participated in my community by [briefly describe any community service, engagement, or relevant personal experiences]. My [mention any relevant work, education, or skills] has further solidified my commitment to contributing positively to American society.

I have fulfilled the necessary requirements for citizenship, including [mention residency duration, English language proficiency, civic knowledge, etc.]. I am eager to continue my journey as a proud member of this nation and adhere to its values and responsibilities.

Thank you for considering my application. I look forward to the opportunity to contribute my skills and be a part of this great country.
Sincerely,

[Your Name]