

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

Dear [Recipient's Name],

I am writing to formally apply for citizenship in [Country Name]. I have met all the requirements outlined for the application and am eager to contribute to the community as a full-fledged member of this great nation.

****Personal Background****

I was born in [Birth Country] on [Birth Date] and moved to [Country Name] on [Date of Arrival]. Since then, I have established my life here by [Briefly explain your life in the country - education, employment, family, etc.].

****Commitment to the Country****

Throughout my time in [Country Name], I have [Explain how you have engaged with the community, such as volunteering, participating in local events, etc.]. I have developed a strong connection to the values and principles that define [Country Name] and am committed to upholding them.

****Contributions and Future Goals****

As a citizen, I aspire to [Describe your future goals and how you plan to contribute to the country]. I believe that my background in [Your Profession/Field] can benefit the community by [Explain how your skills will contribute].

****Conclusion****

I am grateful for the opportunity to reside in [Country Name] and am eager to take on the responsibilities that come with citizenship. Thank you for considering my application. I look forward to the opportunity to discuss my application further.

Sincerely,
[Your Name]