

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title]  
[Department of Citizenship and Immigration]  
[Office Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my sincere intention to apply for citizenship in [Country Name]. Having lived in this wonderful country for [number of years], I have developed a deep appreciation for its values, culture, and opportunities.

Throughout my time here, I have actively contributed to my community by [briefly describe any volunteer work, employment, or contributions to society]. I believe that becoming a citizen will allow me to further engage with and give back to the community that has welcomed me.

I have fulfilled the necessary requirements for citizenship, including [mention any relevant criteria you have met, such as residency duration, language proficiency, etc.]. I am committed to upholding the principles and responsibilities that come with citizenship, including [mention any specific responsibilities you are eager to embrace].

Thank you for considering my application. I am hopeful for the opportunity to formally join the community as a citizen of [Country Name].

Sincerely,  
[Your Name]