

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

Dear [Recipient's Name],

Subject: Application for Dual Citizenship

I am writing to formally apply for dual citizenship in [Country Name]. I am a citizen of [Current Country] and wish to obtain citizenship in [Country Name] due to [brief reason for application, e.g., family ties, employment opportunities, cultural connections].

My details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Place of Birth: [Your Place of Birth]
- Current Nationality: [Your Current Nationality]
- Proposed Nationality: [Proposed Nationality]

I have attached all the necessary documents required for my application, including:

1. Copy of my current passport
2. Proof of residence in [Country Name]
3. [Any additional documents, e.g., birth certificate, marriage certificate]

I appreciate your consideration of my application. I am looking forward to your positive response and am willing to provide any further information if needed.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]