

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally petition for dual citizenship in [Country], while retaining my current citizenship in [Your Current Country].

I was born on [Birth Date] in [Birthplace], and I currently reside in [Current City/Country]. I have a deep connection to both nations, as [briefly explain your ties to both countries, such as family heritage, residence, employment, etc.].

I understand the importance of adhering to the laws and regulations governing citizenship in both [Country] and [Your Current Country]. I assure you that I am committed to fulfilling all necessary requirements and responsibilities that come with dual citizenship.

Enclosed, please find all the required documents, including [list of documents, e.g., birth certificate, proof of residence, financial documents, etc.]. I kindly request your consideration of my application and would be grateful for any guidance on the next steps in the process. Thank you for your time and attention to my request. I look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]