

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

Dear [Recipient's Name],

Subject: Request for Dual Citizenship

I hope this letter finds you well. I am writing to formally request the approval of my dual citizenship application. I believe that acquiring dual citizenship will greatly benefit my personal and professional life. [Provide a brief introduction about yourself, including your current citizenship status, background, and reason for seeking dual citizenship.]

[Explain the reasons for your dual citizenship request, including any ties to the second country, professional opportunities, family connections, or contributions you intend to make.]

I have attached all necessary documents, including [list the documents you are including, such as your birth certificate, proof of residency, identification, etc.].

Thank you for considering my request. I look forward to your positive response. Please do not hesitate to contact me if you require any further information.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]