

[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],

Subject: Application for Dual Citizenship

I hope this letter finds you well. I am writing to formally apply for dual citizenship in [Country Name] and [Country Name].

I am a citizen of [Country Name] and have a deep connection with both nations. I believe that obtaining dual citizenship will enhance my ability to contribute positively to both communities and facilitate [mention any specific reason, such as work, family ties, etc.].

Enclosed with this letter are the required documentation, including [list documents, e.g., birth certificate, proof of residency, etc.]. I have also included a completed application form and any applicable fees as stipulated in the guidelines.

I appreciate your attention to this matter and look forward to your guidance through the application process. Please do not hesitate to contact me should you need any further information or clarification.

Thank you for considering my application. I am eager to receive a favorable response.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]