

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[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 request consideration for acquiring dual citizenship in [Country 1] and [Country 2]. My name is [Your Full Name], and I am a citizen of [Country 1], born on [Date of Birth] in [Place of Birth].

[Briefly explain your reasons for seeking dual citizenship, including personal, professional, or family ties to the second country. Mention any relevant details such as residency, work, or educational history in the second country.]

I have completed all necessary requirements and attached the relevant documents for your review, including:

1. A copy of my birth certificate
2. Proof of residency in [Country 2] (e.g., utility bills, lease agreements)
3. Employment verification (if applicable)
4. [Any additional documents required by the specific laws or regulations for dual citizenship]

I understand the importance of adhering to the laws and requirements associated with dual citizenship and assure you of my commitment to fulfilling all obligations.

Thank you for considering my application. I look forward to your positive response. If you require any further information or documentation, please do not hesitate to contact me at [Your Phone Number] or via email at [Your Email Address].

Warm regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]