

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

Immigration Office

[Office Address]
[City, State, Zip Code]

Subject: Application for Dual Citizenship

Dear Sir/Madam,

I am writing to formally request the approval of my application for dual citizenship. I am a citizen of [Country A] and have fulfilled all necessary requirements to obtain citizenship in [Country B].

[Briefly explain your reasons for seeking dual citizenship, including any relevant personal or professional ties to both countries.]

Please find attached the required documents, including [list of documents, such as birth certificate, proof of residency, etc.]. I appreciate your time and attention to my application and look forward to your positive response.

Thank you for considering my request.

Sincerely,
[Your Name]