

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

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am writing to express my interest in obtaining dual citizenship with [Country of Origin] and [Country of Residence].

I have [briefly explain your connection to both countries, e.g., familial ties, residency, or heritage]. I believe that holding dual citizenship will enable me to [mention the benefits you foresee, such as cultural connection, economic opportunities, or educational benefits].

I have gathered all necessary documentation to support my application, including [list any important documents, such as birth certificates, passports, and proof of residency]. I kindly request your guidance regarding the application process and any specific requirements I must fulfill.

Thank you for considering my application. I look forward to your response.

Sincerely,  
[Your Name]