

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title/Position]  
[Office/Organization Name]  
[Office Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Application for Dual Citizenship

I hope this message finds you well. I am writing to formally express my intent to apply for dual citizenship. I am currently a citizen of [Your Country] and am seeking to obtain citizenship in [Desired Country].

As part of the application process, I have compiled all necessary documents, including [list of documents, e.g., birth certificate, passport copies, marriage certificate, etc.]. I believe I meet the requirements for dual citizenship as outlined by [Relevant Law/Guideline].

Please find attached copies of my documents for your review. I am eager to comply with any further requirements you may have and would appreciate your guidance on the next steps in this process.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,  
[Your Name]