

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Title]
[Department/Agency Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Dual Citizenship

I hope this letter finds you well. I am writing to formally request the consideration of my application for dual citizenship.

I am currently a citizen of [Your Country] and am seeking dual citizenship with [Country of Interest] due to [briefly explain reason, e.g., family ties, residency, employment opportunities, etc.].

I have attached all the necessary documents to support my request, including [list any relevant documents, such as birth certificates, marriage certificates, proof of residency, etc.].

I appreciate your time and attention to my request. Please let me know if there are any additional forms or information needed to proceed with my application.

Thank you for considering my request for dual citizenship.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]