

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

Dear [Recipient's Name],

I am writing to formally submit my application for dual citizenship with [Country Name].

As a [Your Current Citizenship(s)], I have strong personal and professional ties to [Country Name], including [briefly mention reasons, e.g., family, employment, education]. My desire to obtain dual citizenship stems from [explain your reasons, e.g., a wish to maintain connections with family, cultural roots, or the benefits of citizenship]. Enclosed with this letter, you will find the necessary forms and supporting documents, including [list key documents, e.g., birth certificate, proof of residency, etc.]. I understand the importance of abiding by all legal requirements and am committed to adhering to [Country Name] laws and regulations as its citizen.

Thank you for considering my application. I am looking forward to the opportunity to contribute positively to [Country Name] while maintaining my allegiance to my current country.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]