

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

Dear [Recipient's Name],

Subject: Application for Dual Citizenship

I hope this letter finds you well. I am writing to formally request the application for dual citizenship in [Country Name]. I believe I meet the eligibility criteria and have attached the necessary documents to support my application.

My details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Place of Birth: [Your Place of Birth]
- Current Citizenship: [Your Current Citizenship]
- Additional Citizenship: [Country Name for Dual Citizenship]

I have included my [list of supporting documents, e.g., birth certificate, proof of residence, identification documents, etc.], which are essential for processing my application.

I am keen to understand the next steps in this process and would greatly appreciate any guidance or information you can provide regarding my request.

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

Yours sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]
[Attachments: List of documents]