

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

Dear [Recipient's Name],

Subject: Application for Dual Citizenship

I am writing to formally apply for dual citizenship in [Country Name] and [Country Name]. I believe I meet all the necessary criteria to be granted this status, and I am eager to fulfill any requirements you may have in this process.

[Introduce yourself and briefly explain your background, including any relevant details regarding your connection to both countries. Mention any family ties, years of residence, and any prior applications if applicable.]

Attached to this letter are the required documents, which include:

1. [List of documents, e.g., birth certificate, proof of residency, identification documents, etc.]
2. [Another document if necessary]
3. [Additional documents as needed]

I am willing to provide any further information or documentation required to facilitate this application. Please let me know if there are any forms I need to complete or additional steps I should follow.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Attachments: List of documents]