

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Immigration Office/Consulate Name]  
[Office 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]. I believe that obtaining dual citizenship will enable me to deepen my ties to [Country] while maintaining my existing citizenship with [Your Current Country].

I have met the necessary criteria for this application, including [briefly list qualifications and any relevant documentation, such as proof of residence, family ties, etc.].

Enclosed, please find all required documents, including:

1. [List of Documents, e.g., application form, birth certificate, proof of residence, etc.]
2. [Any additional documents]

I appreciate your consideration of my application and look forward to your positive response. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any additional information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]