

****[Your Name]****

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

****[Recipient's Name]****

[Recipient's Title]

[Department/Organization]

[Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

****Subject: Application for Dual Citizenship****

1. ****Introduction****

- State your purpose for writing the letter.
- Mention your current citizenship status.

2. ****Personal Information****

- Provide details about your background (date of birth, place of birth, etc.).

- Include any relevant family information related to citizenship.

3. ****Reason for Application****

- Explain why you are seeking dual citizenship.
- Highlight any ties to the second country (family, work, residence).

4. ****Supporting Documents****

- List the documents you are including with your application (birth certificate, ID, proof of residence, etc.).

5. ****Conclusion****

- Express your gratitude for considering your application.
- Offer your willingness to provide any additional information if needed.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]