

[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 A] and [Country B]. I believe that obtaining dual citizenship will benefit me personally and professionally, and I am committed to fulfilling all obligations associated with both nationalities.

I hold citizenship in [Country A] and have been living in [Country B] for [duration]. I have complied with all legal requirements, including [mention any residency, legal, or financial commitments], and I am prepared to provide all requested documentation to support my application.

Enclosed with this letter, you will find the following documents:

1. [Document 1]
2. [Document 2]
3. [Document 3]
4. [Any additional documents]

I kindly request your assistance in guiding me through the next steps of this process. Thank you for considering my application. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]