

[Your Name]  
[Your Address]  
[City, Postal Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Title]  
[Department Name]  
[Office Address]  
[City, Postal Code]

Subject: Confirmation of EU Citizenship

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request confirmation of my EU citizenship status.

My details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Place of Birth: [Your Place of Birth]
- Nationality: [Your Nationality]
- EU Member State: [EU Member State of Citizenship]

Please find attached the necessary documents to support my request, including:

1. Copy of my passport
2. Proof of residence
3. Any other relevant document

I would appreciate your assistance in processing my request at your earliest convenience. Should you require any further information, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]