

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

[Recipient's Name]  
[Recipient's Title/Position]  
[Address of the Authority/Office]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Application for EU Citizenship Eligibility

I hope this letter finds you well. I am writing to formally inquire about my eligibility for European Union citizenship under [specific provisions or directives, if applicable].

I am [briefly introduce yourself, including your nationality and current residency status]. I believe that I may qualify for EU citizenship based on [state the basis for your eligibility, such as descent, residency, marriage, or other relevant factors].

[Provide further details about your situation, including dates, relevant documents, and any legal references that support your application].

I have attached copies of the necessary documentation, including [list of attachments, such as birth certificate, residency permits, marriage certificates, etc.].

I appreciate your assistance in this matter, and I look forward to your prompt response. Should you require any additional information or documentation, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]