

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Official's Name]
[Department/Office Name]
[Institution/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Official's Name],

Subject: Application for EU Citizenship

I hope this letter finds you well. I am writing to formally submit my application for EU citizenship and provide any necessary documentation to support my request.

[Briefly explain your reasons for applying for EU citizenship and any relevant background information about yourself, such as your connection to an EU country, length of residency, or family ties.]

Enclosed with this letter are the following documents for your review:

1. Copy of my passport
2. Proof of residency
3. Birth certificate
4. [Any other relevant documents]

I kindly request that you guide me through the next steps in the application process and inform me about the timeline for processing my request.

Thank you for your attention to my application. I look forward to your response.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]