

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Department/Agency Name]
[Address]
[City, State, Zip Code]

Subject: Application for Renewal of EU Citizenship

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request the renewal of my EU citizenship, which is set to expire on [expiration date].

My personal details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Citizenship Number: [Your Citizenship Number]

I have been a diligent citizen during my tenure, fulfilling all legal obligations and contributing positively to the community. Attached to this letter are the required documents, including:

- Copy of my current EU citizenship certificate
- Proof of residence
- [Any additional documents required]

I would greatly appreciate your prompt attention to my application.

Should you need any further information or clarification, please do not hesitate to contact me via email at [Your Email Address] or by phone at [Your Phone Number].

Thank you for your assistance in this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]