

[Your Name]
[Your Address]
[City, Postal Code]
[Country]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient's Position/Title]
[Recipient's Organization/Company Name]
[Organization Address]
[City, Postal Code]
[Country]

Dear [Recipient Name],

Subject: Relocation of EU Citizen

I hope this letter finds you well. I am writing to formally inform you of my intention to relocate as an EU citizen.

[Briefly explain your reasons for relocation and any important details regarding your situation.]

I understand the necessary steps involved in this process and am committed to ensuring that my relocation goes smoothly.

Please let me know if there are any specific requirements or documents needed from my side to facilitate this transition.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]