

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

Dear [Recipient Name],

Subject: Request for EU Citizen Benefits

I hope this letter finds you well. I am writing to formally request the benefits available to European Union citizens as per the regulations and entitlements set forth by [relevant EU legislation or agency].

As an EU citizen, [briefly explain your current status and any relevant details that support your request, such as your residency, employment status, etc.]. I am seeking to access [specific benefits, services, or assistance you are requesting] to [explain the purpose or necessity of these benefits].

I have enclosed [list any documents you are including, such as proof of citizenship, employment details, or other relevant information] to support my application.

I kindly ask for your guidance on the next steps in the process and any additional information you may require to facilitate my request.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]