

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

[Recipient's Name]
[Recipient's Title]
[Recipient's Institution/Organization]
[Recipient's Address]
[City, State, Zip Code]

Subject: Application for EU Citizen Status

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally apply for recognition of my status as a citizen of the European Union.

I have enclosed copies of the necessary documents to support my application, including:

1. A valid passport or national identity card
2. Proof of residence within the EU
3. Any additional supporting documents

As an EU citizen, I am eager to participate in the rights and responsibilities afforded to me under European Union law. I kindly request your assistance in processing my application and look forward to your favorable response.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]