

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

Dear [Recipient Name],

Subject: Application for Citizenship

I am writing to formally apply for citizenship in [Country Name]. I am currently a Non-Resident Indian (NRI) residing in [current country of residence]. I have been living abroad for [number of years] years, during which I have maintained strong ties to my home country and complied with all necessary legal requirements.

I was born in [Place of Birth], India, on [Date of Birth]. My parents are [mention their citizenship or status], and I have always considered India my homeland. My intention to apply for citizenship stems from my desire to contribute to the country and participate fully in its democratic processes.

Attached to this letter, you will find the required documents, including:

1. Completed application form
2. Copy of my birth certificate
3. Proof of Indian citizenship (if applicable)
4. Copies of my passport and visa
5. Relevant financial documents
6. [Any other documents required]

I respectfully request that my application for citizenship be considered favorably. Please do not hesitate to contact me at [phone number] or [email address] should you require any further information or clarification.

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

Yours sincerely,

[Your Name]