

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

Department of Internal Affairs  
Citizenship Office  
[Office Address]  
[City, State, Zip Code]

Dear Sir/Madam,

RE: Application for New Zealand Citizenship

I am writing to submit my application for New Zealand citizenship. I have completed the required application form and have attached all necessary documents as per the guidelines provided on your official website.

My details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Country of Birth: [Your Country of Birth]
- Immigration Status: [Your Current Immigration Status]
- Application Reference Number: [Your Application Reference Number] (if applicable)

I meet all the eligibility requirements for citizenship and have resided in New Zealand for [number] years. I have a strong connection to the community and have contributed positively during my time here.

Please feel free to contact me if you require any further information or clarification regarding my application.

Thank you for your time and consideration.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]