

****NZ Citizenship Application Letter Checklist Template****

[Your Name]
[Your Address]
[City, Postcode]
[Email Address]
[Phone Number]
[Date]

To:

The Department of Internal Affairs
[Address of the Department]
[City, Postcode]

Subject: Citizenship Application Checklist

Dear Sir/Madam,

I am writing to submit my application for New Zealand citizenship. Please find below a checklist of the enclosed documents to support my application:

1. ****Completed Citizenship Application Form****
 - [Form Number or Title]
2. ****Proof of Identity****
 - [Copy of Passport or Birth Certificate]
3. ****Evidence of New Zealand Residence****
 - [Copies of Residency Visa/Permit or Certificates]
4. ****Supporting Documentation****
 - [e.g., Tax Returns, Employment Letters, etc.]
5. ****Photos****
 - [2 Passport-sized Photos as Per Specifications]
6. ****Application Fee Payment Receipt****
 - [Receipt Details or Method of Payment]
7. ****Character References (if required)****
 - [Names and Contact Information of Referees]
8. ****Any Additional Information as Required****
 - [Details about any special circumstances, if necessary]

I confirm that all information provided is true and complete to the best of my knowledge. I look forward to your response regarding my application.

Thank you for your assistance.

Sincerely,

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

****End of Template****