

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

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

Subject: Acknowledgment of New Zealand Citizenship Application

Dear [Recipient's Name],

I am writing to formally acknowledge the receipt of my application for New Zealand citizenship, submitted on [submission date]. My application reference number is [application number].

I appreciate your assistance in processing my application and would like to confirm that I understand the requirements and the timeline for the processing.

Should you require any further information or documentation, please do not hesitate to contact me at your earliest convenience.

Thank you for your attention to my application.

Sincerely,

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