

[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,

Subject: Inquiry Regarding New Zealand Citizenship Application

I hope this letter finds you well. I am writing to inquire about the status of my application for New Zealand citizenship submitted on [insert submission date]. My full name is [Your Full Name], and my application reference number is [Reference Number].

As it has been [insert duration] since I submitted my application, I would appreciate any updates regarding its progress or if any additional information is required from my side to facilitate the process.

Thank you for your attention to this matter. I look forward to your prompt response.

Yours sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]