

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

Department of Internal Affairs
Citizenship Office
[Office Address]
[City, Postcode]

Dear Sir/Madam,

Subject: Application for New Zealand Citizenship

I am writing to formally submit my application for New Zealand citizenship. I have been a resident of New Zealand since [date of arrival] and have fulfilled all the necessary requirements.

Details of my application:

1. ****Personal Information****:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Country of Birth: [Your Country of Birth]
- Immigration Status: [Your current visa/status]

2. ****Residency****:

- Date of Permanent Residence: [Permanent Residence Date]
- Duration in New Zealand: [e.g., "5 years"]

3. ****Character Requirement****:

- I have attached [relevant documents, e.g., police clearance] to demonstrate my good character.

4. ****Language Proficiency****:

- I am proficient in English, and I have enclosed evidence of my language skills as per the requirements.

5. ****Intention to Stay****:

- I intend to make New Zealand my permanent home and contribute positively to the community.

Enclosed with this letter are the necessary documents required for my application, including:

- Completed application form
- Proof of residency
- Identification documents
- [Any additional documents]

I appreciate your consideration of my application, and I look forward to your response.

Thank you for your time.

Yours sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]