

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Department of Internal Affairs]  
[Physical Address or P.O. Box]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally apply for New Zealand citizenship. I have been a permanent resident of New Zealand since [date of residency status], and I believe I have met all the necessary requirements to be granted citizenship.

I was born in [your birthplace] and have lived in New Zealand since [year or duration of stay]. Throughout my time here, I have established strong ties to the community, including [mention any community involvement, employment, or studies]. I am committed to the values and responsibilities that come with New Zealand citizenship.

Enclosed with this letter are the required documents, including my permanent residency certificate, proof of identity, and any supporting documentation relevant to my application.

Thank you for considering my application. I look forward to your positive response.

Sincerely,

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