

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

[Recipient's Name]  
[Immigration Office/Agency Name]  
[Office Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Application for Citizenship

I am writing to submit my application for citizenship in [Country Name].  
I have attached all required documents and completed forms as per the  
guidelines provided on your official website.

[Optional: Briefly explain your reasons for seeking citizenship or your  
connection to the country.]

Please feel free to contact me at [Your Phone Number] or [Your Email  
Address] should you require any additional information.

Thank you for considering my application.

Sincerely,

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