

Inquiry for Additional Documentation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Office of Citizenship/Immigration]

[Office Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about my citizenship application submitted on [Insert Application Date] under the case number [Insert Case Number].

Upon reviewing the documents I provided, I would like to know if there are any additional documents or information required to facilitate the processing of my application. I am eager to ensure that all necessary materials are submitted promptly.

If there are specific documents you require, please let me know at your earliest convenience. I appreciate your assistance in this matter.

Thank you for your attention to my application. I look forward to your prompt response.

Sincerely,

[Your Name]