Citizenship Eligibility Verification

Date: **[Insert Date]**

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Organization Address]

[City, State, Zip Code]

Subject: Citizenship Eligibility Verification for [Applicant's Name]

Dear [Recipient's Name],

I am writing to request verification of citizenship eligibility for [Applicant's Name], born on [DOB], who has submitted an application for [specific purpose, e.g., a job, a scholarship, etc.].

Attached are the pertinent documents, including:

- Proof of identification
- Birth certificate
- Naturalization certificate (if applicable)

We kindly ask you to verify [Applicant's Name]'s citizenship status at your earliest convenience. Should you require additional information, please do not hesitate to contact me directly.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title/Position]