

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Title]

[Government Agency/Office]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my intention to apply for dual citizenship. My name is [Your Full Name], and I currently hold citizenship in [Your Current Country of Citizenship]. I have strong ties to [Second Country of Citizenship] through [reason for dual citizenship, e.g., family, residency, heritage].

As an individual committed to both cultures and communities, I believe that acquiring dual citizenship will allow me to contribute more effectively to both societies. I am particularly interested in [specific benefits or reasons related to your situation].

I kindly request information regarding the application process, required documents, and any relevant guidelines to facilitate my application. I am eager to adhere to the legal requirements and provide any supporting materials as needed.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]