# **NOTARIZED LETTER SAMPLE**

[Date]  
  
Consulate General of India, Chicago  
OCI Section  
455 N City Front Plaza Drive  
NBC Tower Building Suite 850  
Chicago, IL 60611  
  
**RE:** Written statement for our [son/daughter]’s naturalization status   
  
Respected Madam/Sir,  
  
We [Father Name] and [Mother Name] became US citizens through naturalization process on [Naturalization Date]. During the same time, our [son/daughter], [Minor Name] also became a US citizen as the parents (we) have been naturalized, which is called “derivation” of citizenship. Our [son/daughter] does not possess [his/her] own US naturalization/citizenship certificate as we have not applied since it is not required or mandatory to have. However, we did apply for [his/her] US Passport which is approved by US Department of State.  
  
  
We affirm that all the information given in this letter is true and correct to the best of my knowledge.  
  
If you have any questions or need additional information concerning the above, please do not hesitate to contact me. We thank you in advance for your kind attention and cooperation in this matter.  
  
Very truly yours,  
  
[Father Name] & [Mother Name]  
  
[Address]  
  
[Phone Number]

NOTARY SEAL