[Your Name]  
[Your Address]  
[City, State, ZIP]  
[Email Address]  
[Phone Number]  
  
National Archives and Records Administration  
Attn: Naturalization Records  
[Address of regional office, if known]  
  
Subject: Request for Negative Search – Naturalization Records  
  
Dear Sir/Madam,  
  
I am writing to request a negative search letter regarding naturalization records for my ancestor:  
  
Name: [Full Name of Ancestor, including variants]  
Date of Birth: [DD/MM/YYYY]  
Place of Birth: [Town/Region, Italy]  
Year of Immigration: 1920  
Place of Residence in the U.S.: [City/State]  
  
We require official confirmation of whether any naturalization records exist for this individual.  
  
Please let me know if there are fees associated with this request.  
  
Sincerely,  
  
[Your Signature]  
[Your Printed Name]