[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]