

Application for Marriage Certificate for Name Change

Date: [Insert Date]

To,
The Registrar,
[Insert Local Authority/Registry Office Name],
[Insert Address].

Subject: Application for Marriage Certificate for Name Change

Dear Sir/Madam,

I, [Your Full Name], born on [Your Date of Birth], and residing at [Your Address], am writing to request the issuance of a marriage certificate for the purpose of changing my name following my recent marriage to [Spouse's Full Name] on [Date of Marriage] at [Marriage Location].

Please find enclosed the following documents to support my application:

- Copy of our marriage certificate
- Photo ID showing my current name
- Proof of residency

I would appreciate your prompt attention to this matter and look forward to receiving my marriage certificate at your earliest convenience.

Thank you for your assistance.

Sincerely,
[Your Signature (if sending a hard copy)]
[Your Full Name]
[Your Contact Number]
[Your Email Address]