

To Whom It May Concern,

I am writing to formally request a copy of my marriage certificate for legal purposes. My name is [Your Name], and I was married on [Marriage Date] at [Marriage Location]. My spouse's name is [Spouse's Name].

The certificate is required for [specific legal purpose, e.g., name change, immigration application, etc.]. Please let me know if you need any additional information or documentation to process my request.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]