

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

To Whom It May Concern,

I am writing to request a copy of my marriage certificate. The details are as follows:

Husband's Name: [Husband's Name]

Wife's Name: [Wife's Name]

Date of Marriage: [Date of Marriage]

Location of Marriage: [City, State]

Please let me know if there are any fees associated with this request or if you require any additional information.

Thank you for your assistance.

Sincerely,

[Your Name]