

Urgent Request for Marriage Certificate

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To,

The Registrar,

[Office Name]

[Office Address]

[City, State, Zip Code]

Subject: Urgent Request for Issuance of Marriage Certificate

Dear Sir/Madam,

I am writing to request the urgent issuance of my marriage certificate. My name is [Your Name] and I was married on [Date of Marriage] to [Spouse's Name]. Due to [reason for urgency, e.g., applying for a visa, legal matters], I require the certificate at the earliest possible date.

Enclosed are the necessary documents including proof of marriage and identification. I would greatly appreciate your prompt attention to this matter.

Thank you for your understanding and assistance.

Sincerely,

[Your Name]