

Request for Expedited Processing of Marriage Certificate

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Title]

[Office/Department Name]

[Office Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request expedited processing of my marriage certificate application, submitted on [Application Date].

My spouse, [Spouse's Name], and I require the certificate urgently due to [brief explanation of the reason, e.g., travel plans, legal requirements, etc.].

We understand that the normal processing time is [standard processing time], but due to [reason for urgency], we kindly ask for your assistance in expediting our request.

Enclosed with this letter, you will find a copy of our marriage license application and any supporting documents. We are willing to provide any further information needed to facilitate this request.

Thank you for your consideration of our situation. We appreciate any help you can provide and look forward to your prompt response.

Sincerely,

[Your Name]