

Embassy of [Country]

[Embassy Address]

[City, State, Zip Code]

[Date]

To Whom It May Concern,

Subject: Application for Civil Status Verification

I, [Your Full Name], born on [Your Date of Birth], currently residing at [Your Address], am writing to request a verification of my civil status.

As I intend to [state purpose, e.g., get married, apply for a visa, etc.], I require official confirmation of my civil status from your esteemed embassy. Please find attached the necessary documents to support my request:

- Copy of my passport
- Proof of residence
- Any additional documentation as required

I would appreciate your prompt attention to this matter and look forward to your favorable response. Should you require any further information, please do not hesitate to contact me at [Your Email Address] or [Your Phone Number].

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]