

Embassy Civil Status Update Request

To: [Embassy Name]
[Embassy Address]
[City, State, Zip Code]
[Email Address]

Date: [Insert Date]

Subject: Request for Civil Status Update

Dear Sir/Madam,

I hope this message finds you well. My name is [Your Name], and I am a citizen of [Your Country]. I am writing to formally request an update to my civil status as recorded in your database.

Details:

Full Name: [Your Full Name]
Date of Birth: [Your Date of Birth]
Passport Number: [Your Passport Number]
Current Civil Status: [Your Current Status]

As of [Date of Change], my civil status has changed due to [reason for update, e.g., marriage, divorce, etc.]. I kindly ask that you update your records accordingly to reflect this change.

I have attached all required documents to support my request, including [list documents, e.g., marriage certificate, divorce decree, etc.].

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

Sincerely,
[Your Name]
[Your Address]
[Your Email Address]
[Your Phone Number]