

# Marriage License Application Completion

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Recipient's Name]

[Office/Department Name]

[Office Address]

[City, State, Zip Code]

## **Subject: Completion of Marriage License Application**

Dear [Recipient's Name],

I am writing to confirm the completion of my marriage license application submitted on [Insert Submission Date]. I have provided all required documentation and fees as outlined by your office.

My details are as follows:

- Name: [Your Full Name]
- Fiance(e)'s Name: [Fiance(e)'s Full Name]
- Application ID: [Insert Application ID]

Please let me know if there are any additional steps I need to take or if there are any issues with my application. I look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]