

Marriage License Application Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Department Name]

[Office Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a marriage license application. My fiancée/fiance and I are planning to get married on [insert date], and we would like to ensure that we have all the necessary documentation in place prior to the ceremony.

We appreciate your assistance in providing us with the appropriate forms and information regarding the marriage license application process.

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

Sincerely,

[Your Name]

[Your Fiancée/Fiance's Name]