

# Request for Marriage Certificate Application

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Authority/Office Name]

[Office Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally request a marriage certificate for my marriage which took place on [Insert Marriage Date] at [Insert Marriage Venue/Location].

As per the requirements, I have attached the necessary documents, including:

- Copy of identification (e.g., driver's license, passport)
- Completed application form
- Any applicable fees

Please let me know if you require any additional information or documents to process my request. Thank you for your attention to this matter.

Sincerely,

[Your Name]