

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Embassy Name]
[Embassy Address]
[City, State, Zip Code]

Subject: Application for Marriage Certificate

Dear Sir/Madam,

I am writing to request the issuance of a marriage certificate for my recent marriage, which took place on [Date of Marriage] in [Location of Marriage].

Please find the necessary details below:

- Full Name of Bride: [Bride's Full Name]
- Full Name of Groom: [Groom's Full Name]
- Date of Marriage: [Date]
- Place of Marriage: [Location]

Enclosed with this letter are the required documents:

1. Copy of marriage license
2. Identification documents (Passports/ID Cards)
3. Proof of residence
4. Any additional documents required by the embassy

I kindly request that you process my application at your earliest convenience. Should you require any further information, please do not hesitate to contact me.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]