

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

Iowa Department of Public Health  
Bureau of Vital Records  
Lucas State Office Building  
321 East 12th Street  
Des Moines, IA 50319-0075  
Subject: Request for Marriage Certificate

Dear Vital Records Office,

I am writing to request a certified copy of my marriage certificate.  
Below are the details of the marriage:

- Full names of both parties:

[Your Full Name]

[Spouse's Full Name]

- Date of marriage: [Month, Day, Year]

- Place of marriage: [City, County]

Please find attached a copy of my identification and the required fee for processing. If you need any additional information, feel free to contact me at the phone number or email address provided above.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]