

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Justice of the Peace's Name]
[Office of the Justice of the Peace]
[Office Address]
[City, State, ZIP Code]

Dear [Justice of the Peace's Name],

I hope this letter finds you well. My name is [Your Name], and I am writing to inquire about [specific inquiry or request, e.g., the process for obtaining a marriage license, scheduling a ceremony, etc.].

[Provide any relevant details or context regarding your inquiry, such as dates, names, or specific requirements you may need clarification on.]

I would greatly appreciate any information you can provide regarding this matter, including any necessary forms, fees, or appointments that may be required.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]