

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

Dear [Justice of the Peace's Name],

I hope this letter finds you well. I am writing to formally request your services as a Justice of the Peace to officiate our upcoming wedding on [Wedding Date] at [Wedding Venue].

We have chosen this date because [brief reason for the date, e.g., it is a special anniversary, etc.]. We believe that your presence and officiating skills would make our ceremony truly memorable.

Please let us know your availability for that day and any information regarding your requirements and fees. We are excited about this significant moment in our lives and would be honored to have you lead the ceremony.

Thank you for considering our request. We look forward to your positive response.

Warm regards,

[Your Name]
[Your Partner's Name]
[Optional: Your Signature]