

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a reservation for a Justice of the Peace to officiate [specific event, e.g., my wedding] on [desired date] at [location].

Details of the event are as follows:

- Date: [Date]
- Time: [Time]
- Location: [Venue/Address]
- Number of Guests: [Approximate number]

Please let me know if the date is available and if there are any forms or additional information you may require to complete this reservation.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]