

[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 request your services as a Justice of the Peace for an upcoming event.

[Briefly explain the purpose of your request, e.g., marriage ceremony, notarization, etc.]

The details of the event are as follows:

- Date: [Insert Date]
- Time: [Insert Time]
- Location: [Insert Location]

We would be grateful if you could assist us by officiating this occasion. Please let me know if you are available on this date and any requirements or forms that I may need to complete ahead of time.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,  
[Your Name]