

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

Dear [Recipient's Name],

I hope this letter finds you well.

I am writing to formally request your services as a Justice of the Peace for my upcoming wedding ceremony, scheduled on [Date] at [Location].

[Briefly explain any specific requests, such as the type of ceremony, number of guests, and any particular customs or vows you would like included.]

Please let me know your availability for the date mentioned above and any necessary steps to proceed with the arrangement.

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

Warm regards,

[Your Name]