

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Office of Vital Records/Marriage License Office]  
[Office Address]  
[City, State, Zip Code]

Dear [Recipient's Name/Marriage License Officer],  
I am writing to formally apply for a marriage license. My fiancé(e) and I plan to get married on [date of wedding] and would like to ensure that we have all the necessary documentation in place.

Please find enclosed the required documents, including:

1. Completed marriage license application form
2. Proof of identity (e.g., copies of our government-issued IDs)
3. Payment for the application fee

We understand the importance of following the necessary procedures and are committed to providing any additional information or documentation as needed.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Fiancé(e)'s Name]