

# Official Request for Certified Marriage Copy

To:  
Office of the Civil Registrar  
[City/Municipality Name]  
[Address]

Dear Sir/Madam,

I hereby respectfully request a certified true copy of my marriage certificate. Please find the required details below:

Full Name of Husband:

Full Name of Wife:

Date of Marriage:

Place of Marriage:

Purpose of Request:

Requester's Name:

Relationship to Parties:

Contact Number:

I am willing to comply with any additional requirements needed for the release of this document. Thank you for your assistance.

Respectfully,

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Signature over Printed Name