

Robert Smith
123 Main Street
Anytown, SC 80000

March 13, 2005

Aiken County Recorder
Betty Jones
234 Government Blvd.
Aiken, SC 29801

Re: Request for Marriage Certificate

Dear Betty Jones:

Please forward to my attention 2 certified copies of the marriage certificate for Jane Smith and Robert Smith. I am one of the persons whose record is being requested.

To assist you in locating the requested documents, I am providing the following information:

Date of Marriage: April 01, 1999
Place of Marriage
City: Aiken
County: Aiken
State: South Carolina

This certificate is being requested for divorce proceedings.

Enclosed is my certified check in the amount of \$20.00 for the requested copies. Please contact me at the above address if you have any questions or need additional information. Thank you for your prompt attention to this matter.

Sincerely,

Robert Smith

Enclosure

Final Checklist for Request for Marriage or Divorce Documents
March 13, 2005

Make It Legal

_____ Sign the letter.

_____ Enclose the appropriate fee.

Copies

_____ Keep a copy of the letter for your records.

Reasons to Update

- * To request additional marriage or divorce/annulment documents.
- * To request marriage or divorce/annulment documents for different people.