Your name
address
city, state zip code

Date

_____
_____
_____

Re: Request for Divorce/Annulment Decree

To Whom It May Concern:

Please forward to my attention 2 certified copies of the divorce/annulment decree for _____ and _____.
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 Divorce/Annulment: _____
Type of Final Decree: _____
County where recorded: _____

This information is being requested _____.

Enclosed is my personal check in the amount of $____ for the requested copies. Please contact me at the above address if you have any questions or need additional information. I can be contacted by phone at _____. Thank you for your prompt attention to this matter.

Sincerely,

Your name

Enclosure (check)

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