The Office of the Registrar General  
P.O. Box 4600, 3rd Floor  
189 Red River Road  
Thunder Bay, Ontario - P7B 6L8  
Fax# 807-343-7445

This is a letter to request your office to please process my marriage certificate at your earliest convenience. I have already ordered a marriage certificate online order confirmation # ) . My spouse, xxxxxxx xxxxxxx, and I, xxx xxxxx xxxxx, were married on d/m/yr. I understand that this was a recent event, however, I would still like to request you to please take this letter into account when you receive my paperwork from the Officiant (My Marriage Licence # Gxxxxxx).  
  
As a proof of urgency, I'm attaching a copy of xxx. According to the Canadian immigration rules, we need to apply for an extension and begin our immigration process by xxx xx 20xx. Therefore, it is absolutely essential for us that we receive the requested documents as early as possible as we are required by the CIC immigration documents checklist to attach copies of our marriage certificate and registration.  
  
If you have any questions regarding this request, please feel free to contact me or my spouse at the information given at the end of this letter.  
  
Thank you, once again, for your cooperation and consideration.  
  
  
Sincerely,  
xxx x xxxxx  
  
  
Contact:   
xxx xxxxx: xxx.xxx.xxxx, xxxxxx @ xxxxx  
xxx xxxxx: xxx.xxx.xxxx, xxxxx @ xxxxxx