###

Australian Embassy,

Applicable City and Country Today's date, Year

To Whom It May Concern;

**Party 1 and** **Party 2**

I, Celebrant Name, Commonwealth Registered Marriage Celebrant, have today received a Notice of Intended Marriage (NOIM) from the above-named persons in respect of a marriage to be solemnised on the proposed date of Date (or such other date as may be arranged in compliance with visa conditions) in City and State, Australia.

Appropriate arrangements have been made, including booking fee, contract, etc. to secure my services as celebrant for the proposed marriage ceremony. I am satisfied as to the validity and accuracy of the information provided within the NOIM, as well as the consent of both marrying parties.

The NOIM has been signed by Applicable Party and is valid for eighteen months from this date. Applicable Party will sign on their arrival in Australia. Should the Visa process extend beyond the date of the life of the NOIM, arrangements will be made to complete a new NOIM if/when the necessity arises.

If you have any questions or require any further information, please do not hesitate to contact me via Email Address or on Phone Number.

Yours sincerely,

Celebrant Name

Authorised Marriage Celebrant

