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Registry of Births, Deaths, and Marriages

Attn: Marriages Section

Applicable City, State, and Country Today's date, Year

To Whom It May Concern;

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

I, Celebrant Name, Commonwealth Registered Marriage Celebrant, am writing on behalf of 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 to accommodate this particular situation) at Location, City and State, Australia.

I believe that these parties have a genuine need to solemnise their marriage with less than one month’s notice, as I understand that insert reasoning for the application of a shortening of time. To my knowledge, as per the *Marriage Regulations 2017* (Schedule 3), this situation supports the following reason for the approval of a shortening of time:

**1 Employment-related or other travel commitments**

(1) The marriage should be solemnised despite the required notice not having been received in time because a party to the marriage or someone involved with the proposed wedding:

(a) has employment commitments that require the party’s absence from the location of the proposed wedding for a considerable period of time

(b) has other travel commitments.

**2 Wedding or celebration arrangements**

(1) The marriage should be solemnised despite the required notice not having been received in time because of:

(a) the binding nature of the wedding arrangements or celebration arrangements made in connection with the marriage

(b) any religious consideration.

**3 Medical reasons**

(1) The marriage should be solemnised despite the required notice not having been received in time because a party to the marriage, or someone involved with the proposed wedding, is suffering from a medical condition of a serious nature.

**4 Legal proceedings**

1. The marriage should be solemnised despite the required notice not having been received in time because a party to the marriage is involved in a legal proceeding.

**5 Error in giving notice**

(1) The marriage should be solemnised despite the required notice not having been received in time because:

(a) it was due only to error on the part of an authorised celebrant (or a person the parties to the marriage believed to be an authorised celebrant) that:

(i) the notice was not given

(ii) the notice given was invalid

(iii) a notice given earlier was lost; and

(b) arrangements have been made for the proposed wedding to take place within less than one month.

Appropriate arrangements have been made, including booking fee, contract, etc. to secure my services as celebrant for the proposed marriage ceremony. The NOIM was lodged with me on Date and I am satisfied as to the validity of each party’s identity and ability to marry each other, as well as the consent of both marrying parties.

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

Registered Marriage Celebrant