



Date: _____

Dear _____
Name of Deputy Registrar/Licensed Solemnizer

INVITATION TO SOLEMNIZE A MARRIAGE

We, _____ (Name of Groom & NRIC/Passport No)

and _____ (Name of Bride & NRIC/Passport No)

cordially invite you to solemnize our marriage on/at:

Date: _____ Time: _____

Venue: _____

We thank you for setting aside time and efforts to grace our special occasion. We assure you we will a) file a notice of marriage within the requisite legal timeframe and b) collect our marriage documents from ROM as per appointment given during filing.

Yours sincerely

Groom

Bride

Reply by Deputy Registrar / Licensed Solemnizer

Dear Groom and Bride

Heartiest Congratulations! I am pleased to accept your invitation. Please be reminded to:

- a. File a notice of marriage at: www.rom.gov.sg at least 25 days ahead of solemnization; and
- b. Contact me at least 3 working days before solemnization on a Monday to Friday between 9am and 5pm. If I do not hear from you, the appointment is deemed cancelled.

Signature: _____

Name: _____

License No: _____

Date: _____