

*Dear Sir, dear Madam,*

*my fiancée XXXX XXXX, a citizen of the Philippines, and I, XXXX XXXX of German citizenship, are planning to celebrate our marriage in Hongkong.*

*In order to avoid any unforeseen obstacles, we kindly ask you to verify if the documents attached with this letter are complete and fulfill the legal requirements to contract marriage and to inform us in case we have missed anything.*

*Furthermore, we would appreciate very much, if you could inform us about the nearest available dates to contract marriage. Possible dates are from XX-XX-2015 to XX-XX-2015.*

*Thank you very much for your attention.*

*Yours sincerely,*

*XXXX XXXX*