

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Department/Agency Name]  
[Address]  
[City, State, Zip Code]

Subject: Request for Birth Certificate Name Change

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a change of name on my birth certificate.

The details of my birth certificate are as follows:

- Full Name at Birth: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Place of Birth: [Your Place of Birth]

I would like to have my name changed to: [New Name].

The reason for this change is [brief explanation of the reason for the name change].

Enclosed with this letter, I have attached [list any required documents, such as proof of identity, marriage certificate, court order, etc.].

Thank you for your attention to this matter. I look forward to your prompt response and assistance in processing my request.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]