

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally notify you of a change in my name. My previous name was [Old Name], and my new name is [New Name].

This change will be effective as of [Effective Date]. I kindly ask you to update your records accordingly and to address any future correspondence to my new name.

If you require any documentation to process this change, please let me know, and I will be happy to provide it.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]