

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally notify you of my recent legal name change from [Old Name] to [New Name], effective as of [Date of Name Change].

Please update your records accordingly to reflect this change. Enclosed are copies of the legal documents supporting my name change for your reference.

Thank you for your attention to this matter. If you have any questions or need further information, please feel free to contact me at your convenience.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]