

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company/Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well.

I am writing to formally request a change of name in your records. My current name is [Current Name], and I would like to change it to [New Name]. The reason for this change is [brief explanation, if desired]. Enclosed with this letter are copies of [any required documents, such as legal name change documents or identification].

I appreciate your assistance with this matter and look forward to your confirmation of the name change.

Thank you for your attention to this request.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]