

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

Dear [Friend's Name],

I hope this letter finds you well! I wanted to share some exciting news with you. I've officially decided to change my name from [Old Name] to [New Name]. It's a big step for me, and I believe this change reflects more who I am.

Feel free to call me [New Name] moving forward! I can't wait to catch up soon and tell you more about it.

Take care and talk soon!

Best,

[Your Name] (formerly [Old Name])