

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

[Recipient Name]
[Recipient Title/Position]
[Recipient Organization/Agency]
[Recipient Address]
[City, State, Zip Code]

Subject: Request for Legal Name Change

Dear [Recipient Name],

I am writing to formally request a legal name change from [Current Name] to [New Name].

The reason for this name change is [brief explanation of the reason, e.g., marriage, divorce, religious conversion, personal preference, etc.].

I have attached [list any supporting documents, such as marriage certificate, court order, etc.] to support my request.

Please let me know if you require any further information or if there are forms I need to complete.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Date of Birth] (optional)

[Your Social Security Number] (optional)