

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

[Recipient's Name]  
[Recipient's Position]  
[Organization/Company Name]  
[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 my name in your records. My current name is [Your Current Name], and I would like to change it to [Your New Name].

The reason for this change is [brief explanation, if desired]. I have attached the necessary documentation to support my request, including [list any documents, e.g., marriage certificate, court order, etc.]. Please let me know if you require any further information or additional documentation. I appreciate your assistance in updating my records accordingly.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]