

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

[Recipient's Name]  
[Recipient's Title/Organization]  
[Recipient's 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 due to my recent marriage.

As of [Marriage Date], I have legally changed my name from [Your Maiden Name] to [Your Married Name]. I would like to request that all records and documents be updated to reflect this change.

Please find enclosed copies of my marriage certificate and any other required documentation.

Thank you for your assistance in this matter. If you need any further information, please do not hesitate to contact me.

Sincerely,

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