

[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 notify you of my name change. As of [effective date of name change], I will be known as [New Name].

Please update your records accordingly. My previous name was [Old Name], and my account/reference number is [Account/Reference Number, if applicable].

Thank you for your attention to this matter. If you have any questions or need further information, please feel free to contact me.

Sincerely,

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