

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

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you of an important change regarding my personal information. Effective [Effective Date], I will be changing my name from [Old Name] to [New Name].

This decision has been made for [brief reason for the name change, if desired] and I appreciate your understanding and support during this transition.

Please update your records accordingly to reflect my new name. For any future correspondence or documentation, kindly use [New Name].

Thank you for your attention to this matter. Should you have any questions or need further information, please do not hesitate to contact me.

Warm regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]