

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

[Recipient Name]
[Recipient Title/Position]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Name Change Notification

I am writing to formally notify you that I have legally changed my name from [Old Name] to [New Name] effective as of [Date of Name Change]. Please update your records to reflect this change. My new name should be used for all future correspondence and documentation.

If you require any further information or documentation to process this change, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]