

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

[Recipient Name]
[Recipient Title]
[Organization/Institution Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Name Alteration

I hope this letter finds you well. I am writing to formally request the alteration of my name in your records.

My current legal name is [Current Name], and I would like to change it to [New Name]. The reason for this change is [briefly explain reason, e.g., marriage, personal preference, etc.].

I have enclosed the necessary documentation to support my request, including [mention any relevant documents, e.g., marriage certificate, court order, etc.].

Please let me know if you require any further information or additional documentation to process this request. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

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