

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company 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 my name on my account/records with [Company/Organization Name].

My current name is [Your Current Name], and I would like to change it to [Your New Name].

The reason for this change is [brief explanation of the reason for name change, e.g., marriage, personal reasons, etc.].

I have attached the necessary documentation to support my request, which includes [list the documents, e.g., marriage certificate, court order, etc.].

Please let me know if you need any further information or additional documents 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 Typed Name]