

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to officially notify you of my change of name. As of [Effective Date], I will be known as [New Name]. My previous name was [Old Name].

I kindly request that you update your records accordingly. If you require any further information or documentation to facilitate this change, please do not hesitate to let me know.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]