

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

[Recipient's Name]
[Recipient's Title/Position]
[Recipient's Company/Organization]
[Recipient's 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 name for [specify the reason, e.g., legal reasons, personal preference, etc.].

Currently, my name is [Your Current Name], and I would like to change it to [Your New Name]. I have attached the relevant documentation to support my request, including [list any documents, such as a court order, marriage certificate, etc.].

I kindly ask you to update your records accordingly. Should you require any further information or documentation, please do not hesitate to contact me at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]