

[Your Law Firm's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Re: Name Change Request

Dear [Recipient's Name],

I am writing to formally request a legal name change on behalf of my client, [Client's Full Name], whose current name is [Current Name]. This request is made in accordance with [relevant state or jurisdiction] statutes regarding name changes.

Background:

[Provide a brief background about the client, their reasons for the name change, and any relevant details that support the request.]

Legal Basis:

[Detail the legal basis for the name change, including any pertinent laws or statutes that apply to your client's request.]

Request:

We respectfully ask that you initiate the necessary procedures to facilitate my client's name change from [Current Name] to [New Name].

Enclosures:

[Include any necessary documents such as petition forms, identification, proof of residency, and any other required paperwork.]

Thank you for your attention to this matter. Please do not hesitate to contact me at [Your Phone Number] or [Your Email Address] should you have any questions or require further information.

Sincerely,

[Your Full Name]

[Your Title]

[Your Law Firm's Name]

[Your Firm's Address]

[City, State, Zip Code]