

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Employer's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally request a change of name in my employment records. My current name is [Current Name] and I would like to update it to [New Name].

This change is necessary due to [reason for name change, e.g., marriage, personal reasons]. I have attached the relevant documentation to support my request.

Please let me know if you require any further information or paperwork to process this change. Thank you for your attention to this matter.

Sincerely,

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