

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

[Recipient Name]
[Recipient Title]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request a change of my name on [specific document, account, or record] due to [brief explanation of reason for name change, e.g., marriage, divorce, personal preference].

My current name is [Your Current Name], and I would like to change it to [Your New Name]. I have attached [any required documentation, such as marriage certificate, court order, etc.] to support my request.

Please let me know if there are any further steps or additional information you require from my side 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 Printed Name]