

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

[Recipient's Name]
[Organization's Name]
[Organization'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 in your records due to [reason for name change, e.g., marriage, divorce, legal name change, etc.].

My previous name was [Old Name], and I would like my records to be updated to reflect my new name, [New Name].

Enclosed are copies of the relevant documents, including [list any documents you are providing, e.g., marriage certificate, court order, etc.], to support my request.

Please let me know if you require any additional information or documentation. Thank you for your attention to this matter. I look forward to your prompt confirmation of the name change.

Sincerely,

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