

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

[Recipient's Name]
[Company/Organization Name]
[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 my name due to my recent marriage.

My previous name was [Your Maiden Name], and my new name is [Your New Last Name]. I would appreciate your assistance in updating my records accordingly.

Please find attached a copy of my marriage certificate as proof of the name change.

Thank you for your attention to this matter. If you require any further information or documentation, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]