

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

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally notify you of a change in my name. As of [Date of Name Change], my name will no longer be [Old Name] and will be changed to [New Name].

Please update your records accordingly. This change is important for [optional: brief reason if you wish, e.g., marriage, personal reasons, etc.].

Thank you for your attention to this matter. If you require any further information or documentation, please feel free to contact me.

Sincerely,

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