

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

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I'm writing to share some personal news with you. After much consideration, I have decided to change my name from [Old Name] to [New Name].

This decision is meaningful to me, and I believe it reflects my true identity. I wanted to let you know so you can update your records and address me by my new name moving forward.

Thank you for your understanding and support during this transition. I look forward to sharing this new chapter of my life with you.

Warmest regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]