

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

[Recipient's Name]  
[Title/Position]  
[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 to my name as it appears in your records. My current name is [Current Name], and I would like it to be updated to [New Name].

The reason for this name change is [brief explanation, e.g., marriage, divorce, personal reasons]. Enclosed with this letter, you will find the necessary documentation to support my request, including [list any enclosed documents such as a marriage certificate, court order, etc.].

I appreciate your attention to this matter and kindly ask for confirmation once the name change has been processed. Should you require any further information or documentation, please feel free to contact me at your earliest convenience.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]