

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title/Position]  
[Court/Agency Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally petition for a name change. My current name is [Your Current Name], and I wish to change it to [Your Desired Name].

The reason for this request is [explain your reason briefly, e.g., personal identity, marriage, etc.]. I believe this change will better reflect who I am.

I have attached the necessary documents to support my petition, including [list any documents, e.g., identification, proof of residency, etc.].

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]