

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Recipient's Name]
[Recipient's Title]
[Organization/Institution Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a change to my name as it appears on [specific document/record, e.g., my official records, identification card, etc.]. My current name is [Current Name], and I would like it to be changed to [New Name].

The reason for this alteration is [briefly explain reason, e.g., personal preference, marriage, etc.]. I have attached the necessary documents to support my request, including [list any documents, e.g., marriage certificate, court order, etc.].

I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]