

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

[Recipient's Name]
[Company/Organization Name]
[Recipient's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Change of Name Notification

I am writing to formally notify you of a change in my name. My previous name was [Old Name], and I am now known as [New Name] effective from [Date of Name Change].

Please update your records accordingly to reflect my new name. I appreciate your attention to this matter and look forward to your confirmation of the update.

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Optional: Any Additional Information or Documents Enclosed]