

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a change of name in your records. My current name is [Your Current Name], and I would like to update it to [Your New Name].

The reason for this name change is [brief explanation of the reason, e.g., personal preference, marriage, etc.]. I have attached the necessary documentation to support this request, including [list any attached documents, such as a marriage certificate, court order, or identification].

I kindly ask that you update your records at your earliest convenience. Please confirm once the change has been processed.

Thank you for your attention to this matter. If you have any questions or require further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,  
[Your Name]