

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

[Recipient Name]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name or "To Whom It May Concern"],
I am writing to formally request a name change in your records. My
current name is [Your Current Name], and I would like to change it to
[Your New Name].

The reason for the change is [brief explanation, if desired, e.g.,
marriage, divorce, personal preference].

Please find enclosed [any required documents, e.g., marriage certificate,
court order, etc.] to support my request.

Thank you for your attention to this matter. If you need any further
information, please do not hesitate to contact me.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]