

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

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

Dear [Recipient's Name],

Subject: Change of Name Notification

I hope this letter finds you well. I am writing to formally notify you of my change of name from [Old Name] to [New Name], effective [Date of Name Change].

This change has been made for [brief reason for the name change, if applicable]. Please update your records accordingly to reflect my new name.

I would appreciate your assistance in ensuring that all relevant documents and systems are updated. Should you require any further information or documentation to facilitate this process, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]