

[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: Request for Name Change in Records

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

The reason for this change is [briefly explain reason, e.g., marriage, divorce, personal preference, etc.]. To facilitate this change, I have attached the necessary documentation [mention any documents you are including, e.g. marriage certificate, court order, etc.].

Please let me know if you require any further information or additional documents to process this request. 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]