

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

[Employer's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Employer's Name],

I hope this message finds you well. I am writing to formally inform you of a change in my name from [Old Name] to [New Name]. This change will be effective as of [Effective Date].

Please update your records accordingly, and let me know if you need any additional documentation to facilitate this change.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]