

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

[Recipient Name]
[Recipient's Title or Department]
[Name of Court or Agency]
[Address of Court or Agency]
[City, State, Zip Code]

Dear [Recipient Name/To Whom It May Concern],

I am writing to formally request a legal name change from [Current Name] to [Desired Name]. The reason for this change is [brief explanation of reason for name change, e.g., marriage, personal preference, gender identity, etc.].

I have enclosed the required documentation, which includes [list documents such as identification, petition form, proof of residency, etc.]. Please let me know if there are any additional requirements or information needed to process my request.

I appreciate your attention to this matter and look forward to your prompt response.

Thank you.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]