

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Department]
[Organization/Institution Name]
[Organization Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a change of my name in your records.

My current name is [Your Current Name], and I would like to change it to [Your New Name]. This request is due to [brief explanation of reason for the name change, if desired].

Please find attached the necessary documentation to support my request, including [list documents, e.g., marriage certificate, court order, etc.].

I kindly ask you to update your records accordingly and confirm the change. If you need any additional information or documentation, 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 Name]