

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

[Recipient's Name]  
[Recipient's Title/Position]  
[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 from [Current Name] to [New Name].

There are several reasons for this decision:

1. [Reason 1: e.g., personal identity alignment]
2. [Reason 2: e.g., marriage, divorce, etc.]
3. [Reason 3: e.g., cultural or religious significance]

I believe that this change will better reflect who I am and enhance my personal and professional relationships.

Please let me know the necessary steps I need to take to facilitate this name change in your records. I appreciate your understanding and support in this matter.

Thank you for your attention to this request. I look forward to your response.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]