

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally notify you of my recent name change. As of [Effective Date of Name Change], my name has officially changed from [Old Name] to [New Name].

Please update your records to reflect this change for all relevant documents and correspondence. My [account, file, etc.] number is [Account/File Number], in case you need to reference it.

Thank you for your prompt attention to this matter. Should you require any further information or documentation regarding my name change, please do not hesitate to reach out.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]