

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

[Recipient Name]  
[Recipient's Title/Organization]  
[Company/Organization Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally notify you of my name change from [Old Name] to [New Name] effective [Date of Name Change].

Please update your records accordingly. This change is reflected in my [provide any relevant legal document, if applicable, e.g., marriage certificate, court order].

Should you require 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 Signature (if sending a hard copy)]

[Your Printed Name]