

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a name change in [specify documents or records, e.g., academic records, legal documents, etc.].

My current name is [Your Current Name], and I would like to change it to [Your Desired Name]. The reason for this change is [briefly explain the reason for the name change, if comfortable].

To support my request, I have attached [list any supporting documents you are including, such as a copy of your ID, marriage certificate, court order, etc.].

I appreciate your attention to this matter and look forward to your prompt response. If you require any further information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,

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