

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

Dear [Recipient's Name],

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 name change is due to [brief explanation of the reason for change, if you wish to include], and I have attached the necessary legal documentation that supports this change.

Please update your records accordingly. Should you require any further information or additional documentation, feel free to reach out to me at your convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]