

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[Recipient's Organization]
[Recipient's 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 your records. My current name is [Your Current Name], and I would like to change it to [Your New Name].

The reason for this change is [brief explanation of reason, e.g., marriage, personal preference, etc.]. I have enclosed the necessary documentation confirming this change, including [list any attached documents, such as a marriage certificate or court order].

Please update your records accordingly and confirm the change at your earliest convenience. If you require any additional information or further documentation, please feel free to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]