

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Department]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]
Dear [Recipient's Name],
I hope this message finds you well.
I am writing to formally request a change of name from [Your Current Name] to [Your New Name]. This change is due to [brief explanation, if desired].
Please find attached any necessary documentation to support this request.
I would appreciate your assistance in processing this change at your earliest convenience.
Thank you for your attention to this matter.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]