

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

[Date]
[Local Election Office]
[Office Address]
[City, State, Zip Code]

Dear [Election Official's Name or "To Whom It May Concern"],

Subject: Notification of Name Change in Voter Registration

I am writing to formally notify you of a change in my name that requires an update to my voter registration records.

My previous name: [Your Previous Name]

My new name: [Your New Name]

Voter Registration Number: [Your Voter Registration Number] (if applicable)

I kindly request that you update my voter registration to reflect my new name. Enclosed with this letter are copies of the legal documentation supporting my name change.

Thank you for your attention to this matter. If you require any additional information, please do not hesitate to contact me.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]