

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

The Chief Editor

[Name of the Gazette Office]  
[Office Address]  
[City, State, Zip Code]

Subject: Request for Gazette Publication for Name Change

Dear Sir/Madam,

I, [Your Full Name], son/daughter of [Parent's Name], residing at [Your Address], hereby request the publication of my name change in the official gazette.

My previous name was [Old Name] which I wish to change to [New Name] due to [reason for name change, e.g., marriage, legal reasons, etc.].

I kindly request you to publish this in the official gazette as per the norms. I have attached all necessary documents supporting my request, including [list of documents, e.g., affidavit, ID proof, etc.].

Thank you for your consideration.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]