

Minor Name Change Application

Date: [Insert Date]

To Whom It May Concern,

I am writing to formally request a change in the name of my child, [Child's Current Name], as it appears in school records. We would like to change it to [Child's New Name].

The reason for this change is [Insert Reason, e.g., adoption, correction of spelling, etc.].

Attached to this letter are the necessary documents supporting our request, including [List of Attachments, e.g., birth certificate, legal documents, etc.].

Please let us know if you require any further information or documentation to process this change.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[Your Contact Information]

[Your Relationship to Child]