

# Social Security Administration

Date: [Insert Date]

To Whom It May Concern,

I am writing to formally request a minor name change for my Social Security record. My current name is [Your Current Name], and I wish to change my name to [Your New Name].

The reason for this name change is [brief explanation of the reason, e.g., marriage, personal preference, etc.]. I have attached the required documents to support my application, including [list documents such as marriage certificate, court order, etc.].

I would appreciate your assistance in processing this request at your earliest convenience. Should you need any further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[Your Social Security Number]