

Letter for Updating Personal Information - Marital Status

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[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 update my personal information on record, specifically regarding my marital status.

My previous marital status was [Previous Status], and I would like to inform you that it has changed to [New Status], effective [Date of Change].

Should you require any additional information or documentation regarding this change, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]