

License Name Change Request

Date: [Insert Date]

To Whom It May Concern,

I am writing to formally request a change of name on my license. My current name is [Current Name], and I would like to change it to [New Name]. This change is due to [brief explanation of reason for name change, e.g., marriage, divorce, legal name change, etc.].

Attached are the necessary documents to support my request, including:

- Copy of my current license
- Official documentation of name change (e.g., marriage certificate, divorce decree, court order)
- Any other required forms or identification

I kindly ask that you process this request at your earliest convenience. Please let me know if you require any further information or additional documents.

Thank you for your attention to this matter.

Sincerely,

[Your Full Name]

[Your Address]

[Your City, State, Zip Code]

[Your Email Address]

[Your Phone Number]