

License Name Change Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

Email: [Your Email]

Phone: [Your Phone Number]

[License Issuing Authority]

[Authority Address]

[City, State, ZIP Code]

Dear [Licensing Authority's Name or "To Whom It May Concern"],

I am writing to formally request a change of name on my professional license. My current license name is [Current Name], and I would like to update it to [New Name].

The reason for this name change is [briefly explain the reason, e.g., marriage, divorce, legal name change, etc.].

Enclosed are copies of the supporting documents, including [list documents, e.g., marriage certificate, court order, etc.].

I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]

License Number: [Your License Number]