

Name Change Request for License Replacement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to formally request a replacement for my [Type of License, e.g., Driver's License] due to a legal name change. My previous name was [Old Name], and my new name is [New Name].

Attached are copies of the legal documents supporting my name change, including [List documents, e.g., marriage certificate, court order].

Please let me know if you require any additional information or documentation. I appreciate your assistance in processing my request and look forward to receiving my updated license.

Thank you for your attention to this matter.

Sincerely,

[Your Name]