

Letter of Appeal for Name Edit in Legal Documentation

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Recipient's Name]
[Recipient's Title/Position]
[Organization/Office Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally appeal for an amendment to my name as it appears in the legal documentation associated with [describe the documentation, e.g., marriage certificate, birth certificate, etc.]. My current name is listed as [Current Name], and I would like it to be corrected to [Desired Name].

The reason for this request is [explain the reason briefly, e.g., a clerical error, change due to marriage, etc.]. I have attached relevant documents to support my appeal, including [list any documents such as ID, marriage certificate, etc.].

I kindly ask that you process this request at your earliest convenience, as it is crucial for [mention any importance, e.g., legal identity, financial matters, etc.]. Thank you for your consideration.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Name]