

Application for Updating Name on Legal Records

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

[Date]

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

Dear [Recipient's Name],

I am writing to formally request an update of my name on all legal records maintained by your office. My current name is [Current Name], and I would like it to be updated to [New Name].

This change is necessary due to [reason for the name change]. I have enclosed copies of the relevant documentation to support my request, including [list any supporting documents such as marriage certificate, court order, etc.].

I appreciate your attention to this matter and look forward to your prompt response. Please let me know if you require any further information or documentation.

Thank you for your assistance.

Sincerely,
[Your Name]