

Legal Name Modification Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Organization/Company Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a modification to my legal name. My current legal name is [Your Current Name] and I would like to change it to [Your Desired Name].

The reason for this request is [briefly explain the reason, e.g., personal preference, marriage, etc.]. I have attached the required documents to support my request.

I appreciate your attention to this matter and look forward to your prompt response. Please do not hesitate to contact me if you need any additional information.

Thank you for your assistance.

Sincerely,

[Your Name]