

Declaration of Legal Name Change

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I, [Your Previous Name], hereby declare that I have legally changed my name to [Your New Name] on [Date of Name Change]. This change has been documented in the [specify the legal document, e.g., court order, marriage certificate, etc.].

I request that all relevant records be updated to reflect this name change. Enclosed are copies of the legal documents supporting this change.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

Enclosures:

- [List of enclosed documents]