

Request for Legal Name Adjustment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Institution/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a legal name adjustment due to [reason for name change]. My current legal name is [Current Name] and I would like to change it to [New Name].

Attached are the necessary documents to support my request, including [list of documents, e.g., birth certificate, marriage certificate, court order, etc.].

I kindly ask that you process this request at your earliest convenience. If you require any further information, please do not hesitate to contact me.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]