

Formal Notice of Name Change

Date: [Insert Date]

Your Name

Your Address

City, State, Zip Code

Email: your.email@example.com

Phone: (123) 456-7890

[Recipient Name]

[Recipient's Title/Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally notify you of my name change. My previous name was [Old Name] and I have legally changed it to [New Name] effective from [Date of Change].

Therefore, I kindly request that you update your records accordingly. If you require any additional documentation or information to process this change, please do not hesitate to contact me.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]