

# **Inquiry for Name Change in Government Records**

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

[Recipient's Name]  
[Department Name]  
[Government Office Name]  
[Office Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to inquire about the process and requirements for changing my name in government records. My current name is [Your Current Name], and I would like to change it to [Your New Name].

I understand that there may be specific documents required for this process, and I would appreciate any guidance or information you could provide regarding the necessary steps, forms, and fees involved.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]