

Request for Legal Name Change

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient Name]

[Recipient Title]

[Department or Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request a legal name change for my official documents. My current name is [Current Name] and I wish to change it to [New Name]. The reason for this change is [brief explanation of the reason].

Enclosed with this letter, I have included the necessary documentation to support my request:

- Copy of my current identification
- Legal documents supporting my name change (if applicable)
- Any additional documents required by your office

I would appreciate your prompt attention to this matter and look forward to your favorable reply. If you require any further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for considering my request.

Sincerely,

[Your Name]