

Name Change Application

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Social Security Administration

[Office Address]

[City, State, Zip Code]

Dear Sir/Madam,

I am writing to formally request a name change on my Social Security records. My current name is [Your Current Name] and I would like to change it to [Your New Name].

This change is necessary due to [brief explanation of reason for name change, e.g., marriage, divorce, religious conversion]. I have attached all relevant documents for your review including [list of attached documents such as marriage certificate, court order, etc.].

Please let me know if you require any further information or additional documentation to process my request.

Thank you for your attention to this matter. I appreciate your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]