

Name Change Notification

Date: [Insert Date]

To Whom It May Concern,

I am writing to formally notify you of a name change and request an update to my academic transcripts. My previous name was [Insert Old Name], and my new name is [Insert New Name].

My student ID number is [Insert Student ID]. I have attached a copy of the legal documentation supporting my name change for your records.

Please update my records accordingly to reflect this change. I would appreciate your assistance in ensuring that my academic transcripts bear my correct name moving forward.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Full Name]

[Your Contact Information]