

Name Change Request for Employment Records

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Employer's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally request a change to my employment records due to my recent name change. My previous name was [Old Name], and my new name is [New Name]. This change is effective as of [Date of Name Change].

Please update all relevant records and documentation to reflect my new name. I have attached a copy of the legal name change document for your reference.

If you need any further information or additional documentation, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your New Name]