

Name Change Request for Passport Update

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To whom it may concern,

I am writing to formally request an update to my passport as a result of a legal name change. My previous name was [Your Old Name], and my new name is [Your New Name].

Attached are the necessary documents supporting my name change, including:

- Copy of my marriage certificate/divorce decree/court order (as applicable)
- Copy of my current passport
- Completed Form [Insert Form Number]

Please let me know if you require any further information or additional documents to process my request. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]