

Declaration of New Legal Name

Date: [Insert Date]

[Your Full Name]

[Your Current Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I, [Your Current Full Name], hereby declare my intention to adopt a new legal name. Effective immediately, I will be known as [Your New Legal Name].

This declaration serves to formally change my name in all legal documents and records. I understand that this change will reflect in pertinent records such as identification documents, bank accounts, and other legal papers.

If there are any further actions required on my part to finalize this name change or if you need additional information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Current Signature]

[Your Current Full Name]