

Request for Legal Name Change

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

To Whom It May Concern,

I, [Your Current Name], am writing to formally request a legal name change as part of the adoption process for [Child's Name]. This request is made in accordance with [appropriate state or county laws].

As the adoptive parent of [Child's Name], I wish to change my name to [New Name] to reflect our new family structure. This change is requested for the following reasons:

- To foster a sense of unity and belonging within our family.
- To simplify legal documentation pertaining to our family.
- Other reasons specified here.

Attached are the relevant documents supporting my request, including:

- Adoption decree
- Proof of identity
- Any additional documents required

I appreciate your attention to this matter and look forward to your prompt response. Please feel free to contact me should you require any further information.

Thank you for your consideration.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]