

Civil Partnership Registration Amendment Request

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Department/Office Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an amendment to the civil partnership registration for [Your Name] and [Partner's Name], which was registered on [Original Registration Date].

The details to be amended are as follows:

- Current Name: [Current Name]
- New Name: [New Name]
- Current Address: [Current Address]
- New Address: [New Address]
- Other Details: [Any Other Amendments]

Please find enclosed the required documents to support this amendment request, including identification and proof of the changes requested.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]