

Embassy of [Country]

[Embassy Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Date]

Notification of Civil Status Change

To Whom It May Concern,

This letter serves to officially notify the relevant authorities of a change in the civil status of the individual named below:

Full Name: [Full Name]

Date of Birth: [Date of Birth]

Previous Civil Status: [Previous Status]

New Civil Status: [New Status]

Date of Change: [Date of Change]

We kindly request that this change be updated in your records accordingly. Should you require any further information or documentation, please feel free to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

Embassy of [Country]