

# Embassy of [Country Name]

[Embassy Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

## **Subject: Notification of Name Change**

To Whom It May Concern,

This letter serves as an official notification regarding the name change of the individual named below:

**Former Name:** [Former Name]

**New Name:** [New Name]

**Date of Name Change:** [Date of Name Change]

**Date of Birth:** [Date of Birth]

**Passport Number:** [Passport Number]

Please update your records accordingly. If you require any further information or documentation to process this change, feel free to contact us at the details provided above.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Embassy Name]