

# Notification of Change of Legal Name

Date: [Insert Date]

To Whom It May Concern,

I am writing to formally notify you of a change in my legal name. Please update your records to reflect this change.

My previous legal name was: **[Old Name]**

My new legal name is: **[New Name]**

This change was officially recorded on **[Date of Name Change]** and is reflected in the legal documents attached.

For any further inquiries, please contact me at **[Your Phone Number]** or **[Your Email]**.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]