

Legal Name Change Announcement

Date: [Insert Date]

To Whom It May Concern,

I am writing to formally announce that I have legally changed my name from [Old Name] to [New Name] as of [Effective Date]. This change has been executed to better reflect my professional identity.

As of [Effective Date], please update your records to reflect this change. All future correspondence and documentation should refer to me as [New Name].

If you have any questions, please feel free to reach out to me at [Your Email Address] or [Your Phone Number]. Thank you for your attention to this matter.

Sincerely,

[Your New Name]

[Your Job Title]

[Your Company Name]

[Your Address]

[Your Email Address]

[Your Phone Number]