

Notice of Name Change

Date: [Insert Date]

To Whom It May Concern,

I am writing to formally notify you of a name change. My previous name was [Old Name], and I am now known as [New Name]. This change is effective as of [Effective Date].

Please update your records accordingly. This is important for maintaining the accuracy of my academic transcripts and any related documentation.

If you require any further information or documentation to process this name change, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your New Name]

[Your Student ID]

[Your Contact Information]