

Name Change Confirmation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to officially confirm my name change from [Old Name] to [New Name], effective as of [Effective Date]. This change has been legally documented, and I have attached a copy of the name change decree for your records.

All future correspondence and official documents should reflect my new name. Should you require any further information or additional documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your New Name]