

# Formal Name Change Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Clerk of the Court

[Court Name]

[Court Address]

[City, State, Zip Code]

Dear Clerk of the Court,

I am writing to formally request a name change in accordance with the laws of [State]. I am currently known as [Current Full Name], and I wish to change my name to [New Full Name].

The reason for this request is [provide a brief explanation of the reason for the name change, e.g., marriage, divorce, personal preference].

Included with this letter are the necessary documents to support my request, including [list any documents you are including, such as a copy of your ID, marriage certificate, or other relevant paperwork].

I appreciate your attention to this matter and look forward to your prompt response. Please do not hesitate to contact me at [Your Phone Number] or [Your Email Address] should you require any additional information.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]