

Notice of Legal Name Change

Date: [Insert Date]

To: [Employer's Name]

[Employer's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally notify you of my legal name change. As of [Insert Date of Name Change], my name has changed from [Old Name] to [New Name].

Please update your records accordingly. I would like to ensure that all future correspondence and paycheck information reflect my new name.

If you require any further documentation regarding this change, please let me know, and I will provide it promptly.

Thank you for your attention to this matter.

Sincerely,

[Your New Name]

[Your Old Name]

[Your Address]

[City, State, Zip Code]

[Your Contact Information]