

[Your Current Legal Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]

[Date]

[Financial Institution/Agency Name]

[Department Name]

[Address]

[City, State, Zip Code]

RE: Account Number(s): [List Account Numbers]

Dear Customer Service Department,

I am writing to formally request a name change and status update on the above-referenced account(s). I have recently reached the age of majority and have legally changed my name.

Previously, this account was held as a custodial account under the name of [Former Legal Name] with [Custodian's Name] as the custodian. I am now requesting that the account be updated to reflect my new legal name and that the custodial status be removed so that I may have full control of the account.

Enclosed please find the following supporting documentation:

- A certified copy of the Court Order for Name Change
- A copy of my updated Government-Issued Photo ID (Driver's License/Passport)
- [List any other required documents, e.g., Birth Certificate or Social Security Card]

Please update your records to reflect my new legal name: **[Your New Legal Name]**.

Please notify me once these changes have been processed or if you require any additional information. Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed New Legal Name]