

[Your Name - Current/Old Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Name of Organization/Institution]

[Department Name]

[Address]

[City, State, Zip Code]

Subject: Notice of Name Change - Account/Record Number: [Your Number]

To Whom It May Concern,

I am writing to formally request that you update your records to reflect my legal name change following my divorce. My name has been legally changed from **[Former Name]** to **[New Name]** as authorized by a court-ordered divorce decree.

Please update my name on all accounts, billing statements, and legal documents associated with my profile. Attached is a certified copy of the Divorce Decree (or Certificate of Divorce) as proof of this legal change.

My details are as follows:

- **Former Name:** [Full Former Name]
- **New Legal Name:** [Full New Name]
- **Account Number:** [Account or Social Security Number]
- **Date of Birth:** [Date of Birth]

Please send confirmation once the update has been processed. If you require any additional documentation or have specific forms for me to complete, please notify me at your earliest convenience.

Thank you for your assistance with this matter.

Sincerely,

[Your Signature]

[Your New Legal Name Printed]

Enclosure: Certified Copy of Divorce Decree