

[Your Current Full Name]
[Your Former Full Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]
[Date]

[Recipient Name or Department]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Subject: Notification of Official Legal Name Change

Dear [Contact Person or Department Name],

I am writing to formally notify you that I have legally changed my name. Please update your records to reflect my new legal name effective immediately.

Former Name: [Your Previous Full Name]

New Name: [Your New Full Name]

Account/Reference Number: [Your Account or Social Security Number]

Enclosed with this letter is a certified copy of the [Court Order / Marriage Certificate / Divorce Decree] as legal proof of this change.

Please update all associated records, including but not limited to my profile, billing information, and any issued identification documents. I would appreciate a written confirmation once these changes have been processed.

Thank you for your prompt attention to this matter. If you require any further documentation, please contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

(Signature in New Name)

(Signature in Former Name)

Enclosure: [Name of Legal Document, e.g., Petition for Name Change]