

Name Confirmation Letter

Subject: Name Confirmation

Dear [Recipient's Name],

I am writing to confirm my name for official records and any future correspondence. My current legal name is [Your Current Legal Name]. I am requesting that all communication and documentation be addressed using my confirmed name.

To ensure accuracy and avoid any confusion, please update your records to reflect my confirmed name. I kindly request that all future correspondence, including but not limited to letters, emails, and any official documentation, be addressed to me using my confirmed name mentioned above.

If you have any questions or require further information, please do not hesitate to contact me via email or phone, as provided above.

Thank you for your attention to this matter. I appreciate your prompt action in updating my information. Your cooperation is greatly appreciated.

Yours sincerely,

[Your Full Name]