

Legal Name Change Confirmation - Formal

Subject: Official Confirmation of Legal Name Change

Dear [Recipient Name/Organization],

I am writing to formally confirm that I have legally changed my name from [Previous Full Name] to [New Full Name]. This change was officially processed and approved by [Court Name/Government Office] on [Date].

The legal documentation supporting this name change includes Court Order Number [Number] issued by [Court Name] in [City, State]. I am providing this confirmation to update your records and ensure all future correspondence and documentation reflects my current legal name.

Please update your systems to reflect this change and confirm receipt of this notification. If you require certified copies of the court order or additional documentation, please let me know and I will be happy to provide them.

I would appreciate your prompt attention to this matter to avoid any confusion or delays in future transactions or communications.

Thank you for your cooperation in updating your records.

Sincerely,

[New Full Name]

[Previous Name: Previous Full Name]

[Contact Information]

[Date]

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