

Formal name change notification letter template

Subject: Notification of Name Change

Dear [Recipient Name],

I am writing to formally notify you that my name has been changed from [Old Name] to [New Name].

This change is effective from [Date], and I request that all records be updated accordingly.

Enclosed are copies of legal documents verifying the name change. Please confirm receipt of this letter and the update of my records.

Thank you for your attention.

Sincerely,

[Your Name]

[Contact Information]

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