

Official name and address update letter template

Subject: Update of Personal Details

Dear [Recipient Name],

This letter is to officially notify you of the following changes in my personal information:

- Name: From [Old Name] to [New Name]
- Address: From [Old Address] to [New Address]
- Email: From [Old Email] to [New Email]

Attached are relevant documents supporting these changes. Please ensure that my records are updated accordingly and confirm the update.

Sincerely,

[Your Name]

[Contact Information]

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