

Name Transfer Letter Format

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Today's Date]

[Recipient's Name]

[Recipient's Designation/Title]

[Company/Organization Name]

[Address]

[City, State, ZIP Code]

Subject: Request for Name Transfer

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request a name transfer in the records of [Company/Organization Name]. I recently underwent a legal name change, and I would like to update my name in all official documents and systems associated with my employment at [Company/Organization Name].

Below are the details for the name transfer:

Previous Name: [Your Previous Full Name]

New Name: [Your New Full Name]

Employee ID: [Your Employee ID, if applicable]

Department/Division: [Your Department/Division]

Job Title: [Your Job Title]

Date of Birth: [Your Date of Birth]

Enclosed with this letter, you will find the necessary legal documents supporting my name change,

including a certified copy of my name change certificate [or any other relevant legal document]. I kindly request that you process this name transfer as soon as possible to ensure that my records are accurate and up-to-date.

Additionally, I would appreciate your assistance in updating my name on any company-related platforms, such as email accounts, access badges, and HR databases. If there are any further steps I need to take or forms to fill out, please let me know, and I will promptly comply.

Please do not hesitate to reach out if you require any further information or documentation from me.

I am available at [Your Phone Number] and [Your Email Address].

Thank you for your attention to this matter. Your cooperation is highly appreciated.

Sincerely,

[Your New Full Name]

[Your Signature if sending a physical letter]