

Name Change Request Letter Template

Replace the bolded text with your information.

Your Name

Your Address

Your Phone Number

Company Name

Company Address

Dear Sir/Madam,

Name Change Request

Please update the current name on my account/record to reflect my new legal name.

The current name and address on my account/record are:

Your previous name

Your previous address

My new legal name and address are:

Your new name

Your new address

I have enclosed a copy of my **marriage certificate/ driver's license/ social security card** to verify my name change.

If you have any questions, please call me at **your phone number** or email me at **your email address**.

Thank you,

Your Signature,

Your Name.

Date