

{Your Name}
{Your Address}
{Your Phone Number}

{Name}
{Company}
{Address}

{Date}

Dear {Name},

Please be advised that I have changed my legal name, effective {date}.

My former name was {Name} and my new, legal name is {Name}. Please update your files accordingly.

Please note that the rest of my information should remain unchanged. I still reside at {address} and my phone number is still {number}.

Thank you for your assistance. Please contact me at the aforementioned phone number if you have any questions, or if I am required to complete any additional forms.

Sincerely,

{Sender Name}