

**{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}**