

## Sample Letter Requesting Name Change Due to Marriage

[Your Full Name]

[Street Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name or Title]

[Company/Organization]

[Street Address]

[City, State, Zip Code]

Dear [Recipient's Name or Title],

I am writing to formally request the change of my name on all pertinent records following my recent marriage. My previous name was [Your Full Former Name], and I have legally changed it to [Your New Married Name].

Please find attached a certified copy of my marriage certificate and my updated identification reflecting my new name. I kindly request that all my records be updated accordingly.

Should you require any further information or documentation to facilitate this update, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Full Name]

[Your Signature, if sending via mail]