

Professional Licensing Body - Formal

Subject: Request for Professional License Name Update

Dear [Licensing Board/Organization Name],

I am writing to request an update to my professional license to reflect my legal name change. I am currently licensed as [Previous Name] under license number [License Number], and I need to update this to my new legal name: [New Legal Name].

My professional license details:

License Type: [Type of License]

License Number: [Number]

Issue Date: [Date]

Expiration Date: [Date]

Previous Name: [Previous Full Name]

New Name: [New Full Name]

I have enclosed the required documentation including a certified copy of the court order authorizing my name change and updated government identification. Please process this name change and issue an updated license certificate reflecting my new legal name.

This update is crucial for maintaining compliance with professional regulations and ensuring continuity in my practice. Please advise if any additional fees or documentation are required to complete this process.

I would appreciate confirmation of receipt and an estimated timeline for processing this request.

Professional regards,

[New Full Name]

[License Number]

[Professional Title]

[Contact Information]

[Date]

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