

# Name Email Or Address Change Notification Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Today's Date]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Subject: Change of Personal Information

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inform you of some important changes to my personal information that may affect our communication and records. I kindly request you to update your records accordingly.

## 1. Name Change:

Old Name: [Previous Full Name]

New Name: [New Full Name]

## 2. Email Address Change:

Old Email Address: [Previous Email Address]

New Email Address: [New Email Address]

## 3. Address Change:

Old Address: [Previous Address]

New Address: [New Address]

These changes are effective immediately. I would appreciate it if you could update your database with my new details to avoid any inconvenience in the future.

Furthermore, please make the necessary adjustments to your mailing list and correspondence records to ensure that all future communications are sent to the updated email address and postal address provided above.

If you require any additional information or have any questions regarding these changes, please do not hesitate to contact me at my new email address or phone number mentioned above.

Thank you for your prompt attention to this matter. I apologize for any inconvenience caused and appreciate your understanding.

Sincerely,

[Your Full Name]

[New Email Address]

[New Address]

[Phone Number]