

Formal Letter Template

Subject: Request for Name Change

Dear [Recipient Name],

I am writing to formally request a correction of my name in your records. My current name is recorded as [Old Name], and I would like it to be updated to [New Name] as per my official documents.

Attached are copies of the supporting documents for verification. I kindly request you to update your records at the earliest convenience and confirm once the change has been made.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Contact Information]

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