

Official Legal Letter

Dear [Recipient Name],

I hereby request the official update of my name in all your records from [Old Name] to [New Name] following the legal change documented in [Attached Certificate/Document].

Please acknowledge receipt of this request and confirm once the records have been updated. All supporting legal documents are attached for your reference.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Contact Information]

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