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RE: Notification of Legal Name Change

Dear Sir or Madam,

I am sending you this letter to notify you that I have changed my legal name. My name and information currently on file are the following:

Please update your records to reflect my new legal name and address as follows:

I have enclosed a copy of my marriage certificate as proof of my name change.

Please contact me at _____ or _____ if you have any further questions or if there are additional forms I must complete.

Best,
