**Notice letter change of name template**

(Recipient’s address)

(Your address and contact details)

(Date in full)

(Objective of letter – no more than 1 sentence)

(Dear Mr./Mrs./Ms./Miss insert full name),

I am writing to inform you that I have recently got married and therefore I have changed my name. My previous name was (insert previous name) and it is now (insert new name)

Please could you update your records accordingly.

If you need to know any other information, please don’t hesitate to contact me on the contact details above.

Yours sincerely,

(Insert full name)