

[Date]

[Parent/Guardian Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

Subject: Acknowledgment of Dependent Name Change

Dear [Parent/Guardian Name],

This letter is to formally acknowledge that we have received your request and the supporting legal documentation to update the name of your dependent child in our records.

Our system has been updated as follows:

- **Previous Name:** [Former Full Name of Child]
- **Current Name:** [New Full Name of Child]
- **Effective Date of Change:** [Date]

All future correspondence, benefits records, and official documents related to your dependent will reflect this new name. Please ensure that you update this information with any other relevant departments or external providers if necessary.

If you have any questions regarding this update, please contact [Department Name] at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Organization Name]