

[Your Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Recipient Name or Department]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Subject: Delivery of Name Change Endorsement for Policy/Account Number: [Number]

Dear [Recipient Name],

Please find enclosed the formal Name Change Endorsement documents regarding the above-mentioned account/policy.

Following my recent legal name change from **[Former Name]** to **[New Name]**, I am submitting these documents to ensure your records are updated accordingly.

Enclosed files include:

- Signed Name Change Endorsement Form
- Copy of the Legal Marriage Certificate / Court Order
- Copy of updated Government ID

Please confirm once the update has been processed in your system. If you require any additional information or further documentation, please contact me at [Your Phone Number] or [Your Email].

Thank you for your assistance in this matter.

Sincerely,

[Your New Signature]

[Your New Printed Name]