[Your Name/Company Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Recipient Name or Department, e.g., Assignment Recordation Branch]
[Office Name, e.g., USPTO or Secretary of State]
[Address Line 1]
[City, State, Zip Code]

Subject: Letter of Instruction for Recordation of [Assignment / Name Change]

To Whom It May Concern,

Please accept this letter as a formal instruction to record a [Assignment of Ownership / Legal Name Change] for the following identified properties/assets:

Asset Details:
Asset Type: [e.g., Trademark, Patent, Real Estate]
Registration/Serial Number: [Insert Number]
Title: [Insert Title or Description]

Change Information:
Current Owner on Record: [Insert Current Name]
New Owner/New Name: [Insert New Name]
Effective Date of Change: [Insert Date]

Enclosed please find the following supporting documentation:
1. [e.g., Executed Assignment Agreement / Amended Articles of Incorporation]
2. [e.g., Power of Attorney]
3. [e.g., Receipt of Payment for Required Fees]

Please update your records accordingly and provide written confirmation once the recordation is complete. If any additional information or fees are required to process this request, please contact me immediately.

Sincerely,

[Signature]

[Printed Name]
[Title/Position]