

SAMPLE LETTER

[insert date]

[insert company name & address]
[or facsimile number]

Re: Update of records / Notification of Change of Name

I would like to notify your organization of my change of surname, effective immediately, due to my recent marriage. My new name / address details are included below, and I have attached a copy of our marriage certificate. If you require any additional information, please contact me.

Kind regards,

[Name]

CHANGE OF NAME DETAILS

Account / Policy / Reference No:	
----------------------------------	--

	Former Details	New Details
Name		
Address		
Phone number (home)		
Phone number (mobile)		
Email address		

Enclosure: Copy of Marriage Certificate