

## Name Change Notification Letter

[New Name of Person]

[Address of Person]

[City, State, Zip Code]

[Date]

[Name of Bank Manager]

[Name of Bank]

[Address of Bank]

[City, State, Zip Code]

RE: Change of Name for Checking Account Holder [Account Number]

Dear [Name of Bank Manager]:

This letter is to inform you officially that I have legally changed my name. My previous name that is currently on file in the bank for the above account is [Previous Name].

Please update your records to reflect my new name of [New Name] effective immediately. I have enclosed a copy of my driver's license and social security card as verification of my new name. If you have any questions, please do not hesitate to contact me at [Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Signature of Person]