

NOTICE OF NAME CHANGE LETTER SAMPLE

(For use with utility companies, banks, credit card companies and other financial records)

Official Notice of Name Change

Company Name _____
Address _____
City _____ State _____ Zip Code _____

Please be advised that the following customer has changed his/her name.

Current name on account _____
Account # _____

Please change the current name on the account to reflect the new married name.

New Name _____
Address _____
City _____ State _____ Zip Code _____

(Check all that apply)

- ___ The above also reflects a change of address.
- ___ Forward a Designation of Beneficiary Form. (if applicable)

Please make the above referenced change of record. If you have any further questions regarding this matter please contact me.

_____ (phone) _____ (email)

Sincerely,

_____ (Sign name)

_____ (Date)

_____ (Print name)

Enclosed: Copy of Certificate of Marriage