

# A Grand Wedding

Date

Customer Service Department  
Company Name  
Company Address  
City, State and Zip Code

Re: Request to change name on **account name/account number**

Dear Sir or Madam:

My **account name** account referenced above is currently held in my maiden name: **full maiden name**. However, I have recently married and now am legally known as: **full married name**.

This letter serves as my formal request to change my account records to reflect my new name. In addition to my new name, your data should also show my new address. Below I have listed the pertinent information you can use to update my **account name** records.

Pre-marriage information	Married Information
<b>Full maiden name</b>	<b>Full married name</b>
<b>Account number</b>	<b>Account number</b>
<b>Old mailing address</b>	<b>New mailing address</b>
<b>City, State and Zip Code</b>	<b>City, State and Zip Code</b>

If you have any questions about these changes, you can contact me by mail at my new address or by telephone at **(xxx) xxx-xxxx**.

I am enclosing a copy of my marriage license. This will verify my name change and ensure accurate spelling on my updated account records.

Thank you for your prompt attention to my request.

Sincerely,  
**Your signature**

**Your typed name**  
**Your typed address**  
**City, State and Zip Code**

Enclosure: marriage license (copy)