

Your old name, title, your address and your telephone number

Date: *(Insert the correct date)*

*(Name and address of the person or organisation you are notifying.)*

To whom it may concern

Re: *(Include here any policy, reference or account no's that this organisation would use to identify you.)*

Notification of change of name and title by Deed Poll.

I am writing to inform you that I have changed my name and title by deed poll. To confirm, my previous name and title was *(insert your old name and title here)* and my new name and title is *(insert your new name here.)*

I am pleased to enclose *(add one of the following statements here - whichever is relevant)*

- my original deed poll - please return this to me at your earliest convenience
- a certified copy of my deed poll - please return this to me at your earliest convenience
- a photocopy of my deed poll.

Please change your records to show my amended personal details. For your records my old and new signatures are shown below.

Yours faithfully,

Old name and title: *(Print or type your old name here, in full and in CAPITAL LETTERS then sign your old name underneath in blue or black ballpoint or fountain pen)*

New name and title: *(Print or type your new name here, in full and in CAPITAL LETTERS then sign your new name underneath in blue or black ballpoint or fountain pen. )*