

[Your new full name]

[Your address line 1]

[Your address line 2]

[Town or city]

[Postcode]

[Organisation or company name]

[Department, if known]

[Organisation address line 1]

[Organisation address line 2]

[Town or city]

[Postcode]

[Date]

Notification of change of name

Account or reference number: [Your account, membership, policy or reference number]

Dear Sir or Madam,

I am writing to inform you that I have changed my name by deed poll and to ask you to update the details held for my account and any other accounts or records associated with me.

Please treat this as a request for rectification under Article 16 of the UK GDPR.

My name currently held on your records is:

Former name: [Your former full name]

Please update your records to show my new name:

Title: [Mr / Mrs / Miss / Ms / Mx / Dr / other]

First name: [Your new first name]

Middle name(s): [Your new middle name(s), if any]

Last name: [Your new last name]

Full name: [Your new full name]

I enclose [my original deed poll / a copy of my deed poll] as evidence of my change of name.

Please contact me by email at [your email address] or by telephone on [your mobile number] if you require any additional information to process this request.

Yours faithfully,

[Your new full name]