Sample letter to notify on name change via Deed Poll

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Below is a sample letter to notify third party on your name change via a Deed Poll in Singapore. Please edit and redact any sensitive information according to your situation.

Subject: Official Notification of Legal Name Change

Dear [Recipient's Name],

I am writing to inform you of a recent change in my personal information.

As of [Effective Date of Name Change], I have officially changed my name via a Deed Poll in Singapore. I have changed my name from [Old Name] to [New Name]. This change has been fully recognised and updated on my Identity Card (NRIC) as per the laws of Singapore.

Enclosed with this letter, please find a copy of the Deed Poll and my new Identity Card as proof of this name change. I kindly request that you update all records and documents that carry my old name, [Old Name], to reflect my new legal name, [New Name]. This would include all contracts, accounts, correspondences, and any other relevant documents or files.

I understand that this process might require additional actions or information from my side, and I am more than willing to provide whatever is necessary to ensure a smooth transition.

Thank you very much for your attention to this matter. I appreciate your prompt action to update your records accordingly. If you have any questions or if there are any forms I need to complete as part of this process, please feel free to contact me at [Your Contact Information].

Thank you for your understanding and assistance in this matter.

Yours sincerely,

[New Name]

[Your Address]

[Your Contact Information]