**General Name Change Announcement**

<Client name and address block>

Hello <first name>,

I hope this letter finds you in good health and spirits. Recently I changed my name from <former name> to <new name> and I am hoping you might update your records to reflect this change.

Thank you for supporting me and my business endeavors, and please keep me in mind for your future real estate needs!

Best Wishes,

<first name>

<Contact block with name

RE license #

firm name

firm address

Disclaimer: This document is provided as a sample and does not constitute legal advice. Members should modify this document to address their specific needs and verify all information provided to ensure its accuracy and compliance with applicable law.

**Marriage/Name Change Announcement**

<Client name and address block>

Hello <first name>,

I have exciting news: on <month day>, <year> I got married! As a result of this occasion, my name will change from <full maiden name> to <full married name>. I am hoping you might update your records to reflect this name change.

Thank you for supporting me and my business endeavors, and please keep me in mind for your future real estate needs!

Best Wishes,

<first name>

<Contact block with name

RE license #

firm name

firm address

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