

UK-CSMchn01

## **Change of name by deed poll**

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by [new name]

This change of name deed is made by me [ ] [ ].

I, [new name], of [full address, including county], absolutely and entirely renounce, relinquish and abandon the use of my former name of [old name] and determine to take and use the name of [new name] in substitution for my old name. [ ]  
[ ] 1 ( 1 ) ( [ ] 37 ( 1 )) [ ]  
[ ] 1981 .

With effect from [a specific future date / today], I shall at all times use and sign the name of [new name] [ ] [ ].

I will use the name of [new name] in every document and writing in every medium for every [ ] , [ ] .

I now request, authorise and require every person with whom I deal at all times to address and [ ] [ ].

[In keeping with my new name, I also request and authorise every person with whom I deal at all times to address me as " [ ] " " [ ] " [ ] .]

In witness to this intention I have signed this deed in both [ ] [ ] .

Signed as a deed by the above-named [new name in full], [ ] [ ] .

New signature:

Old signature:

in the presence of

[Witness 1 name]

[Witness 2 name]

Address: [address]

Address: [address]

Signature:

Signature:

## Example letter to utility

44, Change Name Avenue  
Happychange  
Nr Happisburgh  
NR12 4AB

Hotandcold Water Company plc  
Flood House  
Sea Wall  
S40 3JR

Dear Sir,

My account number: [XYZ 234567]  
My address: as above

I enclose a \_\_\_\_\_.

[illegible]

Please also tell your publications department to ■■■■■  
■■■■■ “■■■■■” ■■■■■.

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Please confirm that this has been done as soon as possible, and that the results have been reported to the relevant authorities.

Thank you for your help.

Yours faithfully,

[sign here]

[New name]

### Example letter to local garage

44, Change Name Avenue  
Happychange  
Nr Happisburgh  
NR12 4AB

Tyre and Gear  
70, Miles Limit Road  
Overclocked  
NR12 9GH

**Attention Mackin Tyre**

Dear Mackin

I enclose a ..... .

I write to tell you that I have changed .

[illegible]

.....

.....

.....

..... 14 .....

..... , .....

.....

Thank you for your help.

Yours sincerely,

[sign here]

[New name]

## Example letter to bank

44, Change Name Avenue  
Happychange  
Nr Happisburgh  
NR12 4AB

Superlender Bank plc  
Golden House  
Low Rate Road  
High Profit  
NR22 6NM

## Attention Julia Spin

Dear [Julia / Ms Spin]

■ .

.....  
.....  
.....

.....  
 ..... , .....  
 ..... , ..... , .....  
 .....  
 .....

[illegible]

.....

.....

[illegible]

Thank you for your help.

Yours sincerely,

[illegible]





