**GENERAL LETTER**

[Your full home address]

[Daytime Telephone Number]

[Email address]

[Date]

To [whom it may concern/NAME]

I the undersigned request that you change the name on my record from [INSERT OLD NAME] to [INSERT NEW NAME].

I also further request that the gender marker on my record be changed from [xxx] to [xxx] and my title from [XXX] to [XXX]

Please find attached a Deed Poll to this effect so that you can amend all records accordingly.

Please inform me in writing that the changes have taken place.

Yours [sincerely/faithfully]

Signature:

Name:

DOB:

**GP LETTER**

[Your full home address]

[Daytime Telephone Number]

[Email address]

[Date]

Dear [GP name]

I the undersigned request that you change the name on my record from [INSERT OLD NAME] to [INSERT NEW NAME].

I also further request that the gender marker on my record be changed from [xxx] to [xxx] and my title from [XXX] to [XXX].

Please find attached a Deed Poll to this effect so that you can you amend all records accordingly and apply for a new NHS number.

Please inform me in writing that the changes have taken place.

Yours [sincerely/faithfully]

Signature:

Name:

DOB: