**GENERAL LETTER**

[Your full home address]

[Daytime Telephone Number]

[Email address]

[Date]

To [whom it may concern/NAME OF PERSON]

We the undersigned, being everyone who has parental responsibility for [CHILD’S OLD FULL NAME] consent to her name being changed to [INSERT NEW FULL NAME].

Please find attached a Deed Poll to this effect. Please can you update all records accordingly as a priority. We further request that their title is changed from title from [XXX] to [XXX].

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

Yours [faithfully/sincerely]

(Person with PR 1  signature)

(Parent 1  full name)

(Person with PR  signature)

(Parent 2  full name)

**SCHOOL LETTER**

[Your full home address]

[Daytime Telephone Number]

[Email address]

[Date]

Dear [NAME OF HEADTEACHER]

We the undersigned, having parental responsibility for [CHILD’S OLD FULL NAME] consent to her name being changed to [INSERT NEW FULL NAME].

Please find attached a Deed Poll to this effect which is the legal evidence of the change of name and should be sufficient authority to change our child’s name and title on the school’s records. We further request that their title is changed from [XXX] to [XXX].

Please, as a priority, amend all records accordingly and apply to the local education authority for a new unique pupil number (UPN).

Please confirm in writing when all records are updated and once the UPN has been received, together with the new details.

Yours [faithfully/sincerely]

(Person with PR 1  signature)

(Parent 1  full name)

(Person with PR  signature)

(Parent 2  full name)

**GP LETTER**

[Your full home address]

[Daytime Telephone Number]

[Email address]

[Date]

Dear [GP name]

We the undersigned, being everyone with parental responsibility for [CHILD’S OLD FULL NAME] consent to their name being changed to [INSERT NEW FULL NAME].

Please find attached a Deed Poll to this effect which evidences the change in name. This Deed Poll can be taken as authority for you to now amend all records accordingly and apply for a new NHS number for [INSERT FULL NEW NAME]. We further request that our child’s title is changed from [xxx] to [xxx].

Please inform us in writing that the changes have taken place, as a priority.

Yours [sincerely/faithfully]

(Person with PR 1  signature)

(Parent 1  full name)

(Person with PR  signature)

(Parent 2  full name)