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| From the Desk of Jane Doe |
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February 15, 2018

Dear Recipient:

I have recently changed my name and gender. My old name,

John Adams Doe,

is no longer my legal name. My correct and legal name is,

**Jane Grace Doe**.

My current legal gender is now **female**. The proper title to use before my name is “**Ms.**”

This is associated with the account # **123456-7890**.

I am asking you to update records (billing, membership, customer information, mailing lists, information you might send to third parties, etc.) to reflect this change.

I’ve attached documentation of this change, to allow you to validate that this request is proper.

Sincerely,

Jane Doe