[Date]

**[Name of Current Chair], M.D., F.P.C.P.**

Chair, Committee on Credentials & Membership

Dear Dr. [Last name of Chair],

This is a letter of request to change/update my name in the college due to:

* Change in civil status *(attach a copy of marriage certificate)*
* Change in legal name *(attach a copy of Affidavit of Change of Name)*

Please find attached herewith a copy of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, as legal basis of the request and the copy of the updated PRC ID for your references.

Thank you for your kind assistance.

Sincerely,

Name of Member, M.D.

[Current Position]

[Current Hospital/Academic Institution, if applicable]

[Mailing Address]

[Working Email Address] – *where* *PCP may send you news, updates, and invitations*  
[Viber Contact Number/iMessenger ID]