



Sample GP Supporting Letter Name and Gender Change

Below is a letter template to use when requesting name and gender to be changed on such documents as your passport.

Please feel free to provide this template to your GP when requesting they provide this.

* If you would like a Change of Name Deed (known as Deed Poll), please contact us to discuss this as we provide this service.

** If your GP practice has not done so already, it should also change your details on relevant systems.

To Whom It May Concern:

This is to confirm that my patient [Full name] is currently undergoing gender reassignment.

As part of this process they have changed their name from [Previous Full Name] to [Full Name] and lives as [gender]. This is intended to be **permanent**.

Your assistance in making the relevant changes to your records, and in preserving full confidentiality, would be appreciated.

Yours Faithfully

[GP Name and Signature]