

Hello Graduation Office,

My name is (insert preferred name include last name, UNID). I would like to request that my preferred name be used for all graduation purposes as I do not identify with the first name on my legal record. Please print the following name on my diploma and included in all Commencement and Convocation materials: (insert full name you want printed).

I am majoring in (include all majors), as well as (insert any minors, certificates), so I would like to make sure all documents reflect my preferred name.

Regards,
(preferred name)