*Email Subject: Notification of chosen or affirmed name, pronouns and gender’*

*I would like to let you know that I identify as (provide gender) and use the chosen/affirmed name (name) and pronouns (please provide).*

*I will/ have request/ed a chosen/affirmed (delete as appropriate) name change via the Transitions team to change my student email name and unicard details which may be different to your current records for me.*

*I am happy for you to share/not share this with my other Tutors (delete as appropriate)*

*Please use my chosen/affirmed name and pronouns when referring to me verbally and in all correspondence.*

*Thank you,*

*Chosen Name*