

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Company Name]  
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Application for Name Adjustment in Gas Services

I am writing to request an adjustment to the name listed on my gas service account. My account number is [Your Account Number].

The current name on the account is [Current Name], and I would like it to be changed to [New Name] due to [brief explanation of reason, e.g., marriage, legal name change].

Please find attached the necessary documents to support my request, including [list any documents, e.g., a copy of the marriage certificate, legal name change document, identification].

I appreciate your prompt attention to this matter and look forward to your confirmation of the name change.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]