

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

Subject: Request for Customer Name Change

Dear [Gas Company Customer Service/Specific Contact Name if known],
I am writing to request a change in the account name associated with my
gas service account. Below are the current account details:

- Account Number: [Your Account Number]
- Current Name: [Your Current Name]
- New Name: [New Name]

Please update your records to reflect this change. If any further
information is needed, or if there are forms I need to complete, please
let me know.

Thank you for your attention to this matter. I look forward to your
prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]