

**\*\*Name Modification Request Template for Gas Agency\*\***

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**\*\*[Your Name]\*\***

**\*\*[Your Address]\*\***

**\*\*[City, State, Zip Code]\*\***

**\*\*[Email Address]\*\***

**\*\*[Phone Number]\*\***

**\*\*[Date]\*\***

**\*\*To,\*\***

**\*\*The Manager/Proprietor,\*\***

**\*\*[Name of Gas Agency]\*\***

**\*\*[Agency Address]\*\***

**\*\*[City, State, Zip Code]\*\***

**\*\*Subject: Request for Name Modification in Gas Connection Record\*\***

Dear [Manager/Proprietor's Name],

I am writing to request a modification of the name associated with my gas connection account. Below are the details of my current account and the requested change:

**\*\*Current Details:\*\***

- Account Number: [Your Account Number]

- Current Name: [Your Current Name]

- Address as per records: [Your Address]

**\*\*Requested Modification:\*\***

- New Name: [Your New Name]

**\*\*Reason for Name Change:\*\***

[Brief explanation of the reason for the name change, e.g., marriage, divorce, etc.]

I have attached the necessary documents supporting my request for your reference. Please let me know if further information is required.

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

Sincerely,

[Your Signature (if sending a hard copy)]

**\*\*[Your Printed Name]\*\***

**\*\*Attachments:\*\***

1. [List of supporting documents, e.g., ID proof, marriage certificate, etc.]

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