

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

[Gas Agency Name]  
[Agency Address]  
[City, State, Zip Code]

Subject: Notification of Name Change

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you of a change in the name of our gas agency. Effective [Effective Date], [Old Agency Name] will be changing its name to [New Agency Name].

Please update your records accordingly. Our services, contact information, and commitment to customer satisfaction will remain unchanged.

Thank you for your attention to this matter. Should you have any questions, feel free to reach out.

Sincerely,

[Your Name]  
[Your Position]  
[New Agency Name]  
[Contact Information]