

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

[Utility Company Name]
[Utility Company Address]
[City, State, Zip Code]

Subject: Request for Name Change on Gas Bill

Dear [Utility Company Customer Service/Specific Department Name],
I am writing to request a change of the name associated with my gas account.

Account Number: [Your Account Number]

Current Name on Account: [Current Name]

New Name to be Used: [New Name]

The change is due to [reason for name change, e.g., marriage, divorce, transfer of ownership, etc.]. I have attached relevant documents to support this request, including [list any attached documents, e.g., marriage certificate, divorce decree, ownership transfer documents, etc.].

Please let me know if you require any additional information to process this request.

Thank you for your assistance.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]