

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

Customer Service

[Gas Supplier's Name]  
[Gas Supplier's Address]  
[City, State, Zip Code]

Subject: Name Alteration Request for Gas Account

Dear Customer Service,

I hope this letter finds you well. I am writing to formally request a change to the name associated with my gas account.

Account Number: [Your Account Number]

Current Name on Account: [Current Name]

New Name for Account: [New Name]

The reason for this change is [brief explanation for the name change, e.g., marriage, divorce, etc.]. Please find enclosed [any necessary documentation, if applicable] to support my request.

I would appreciate your prompt attention to this matter and confirmation once the change has been made. Should you require any additional information, please do not hesitate to contact me at the phone number or email address listed above.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]