

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

Customer Service Department
[Gas Service Provider's Name]
[Provider's Address]
[City, State, Zip Code]

Subject: Name Change Application for Gas Service Account

Dear Customer Service,

I hope this letter finds you well. I am writing to formally request a name change on my gas service account due to [reason for name change, e.g., marriage, legal name change, etc.].

****Current Account Details:****

Account Holder Name: [Current Name]

Account Number: [Account Number]

Service Address: [Service Address]

****New Name Details:****

New Account Holder Name: [New Name]

Please let me know if you require any additional information or documentation to process this request. I appreciate your assistance in updating my account information and look forward to your prompt response. Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]