

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

The Manager

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

Subject: Request for Name Change on Gas Connection

Dear [Manager's Name],

I am writing to formally request a change of name associated with my gas connection account. The details of my account are as follows:

- **Current Account Holder Name:** [Current Name]
- **New Account Holder Name:** [New Name]
- **Consumer Number:** [Consumer Number]
- **Address on Record:** [Current Address]

The reason for the name change is [brief reason for the name change, e.g., marriage, divorce, etc.]. I have attached the necessary documents to support my request, including [list of documents, e.g., marriage certificate, ID proof, etc.].

I would appreciate your prompt attention to this matter and look forward to your confirmation of the name change.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]