

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

[Gas Company Name]
[Customer Service Address]
[City, State, Zip Code]

Subject: Request for Gas Service Name Change

Dear Customer Service Team,

I hope this message finds you well. I am writing to request a change of name on my gas service account.

Account Details:

- Current Account Name: [Current Account Holder's Name]
- Account Number: [Account Number]
- Service Address: [Service Address]

Request Details:

- New Account Name: [New Account Holder's Name]

The reason for this change is [brief explanation of reason, e.g., "due to a recent transfer of ownership of the property" or "a change in residency"].

Please let me know if you require any additional information or documentation to process this request. I appreciate your prompt attention to this matter.

Thank you for your assistance.

Sincerely,

[Your Name]