

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

[Gas Company Name]
[Gas Company Address]
[City, State, ZIP Code]

Subject: Request for Alteration of Name in Gas Account

Dear [Customer Service/Account Manager's Name],
I hope this letter finds you well. I am writing to request an alteration of the name associated with my gas account due to [reason for the name change, e.g., marriage, legal name change, error, etc.].

Account Details:

- Account Number: [Your Account Number]
- Current Name: [Your Current Name]
- New Name: [Your New Name]

I have attached the necessary documentation supporting my request, including [list any documents such as marriage certificate, legal name change document, etc.].

I would appreciate your prompt attention to this matter, and I 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]