

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

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

Subject: Request for Name Change on Gas Connection

Dear [Gas Company Customer Service/Specific Person's Name],
I hope this letter finds you well. I am writing to request a change of name on my gas connection account.

Account Number: [Your Account Number]

Current Name: [Current Name on the Account]

New Name: [New Name to Be Updated]

The reason for this name change is [briefly explain reason, e.g., change of ownership, marriage, etc.].

Enclosed are the necessary documents to support my request, including [list any attached documents, if applicable, such as a copy of the deed, marriage certificate, or ID].

I would appreciate your prompt assistance in updating my account information. Should you need any further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]