

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

Subject: Request for Name Change

Dear [Gas Agency Manager's Name],

I hope this letter finds you well. I am writing to formally request a change of name associated with my gas account.

Currently, my account is registered under the name [Current Name]. I would like to change the account name to [New Name] effective immediately.

Please find attached the necessary documentation to support my request, including [list any documents, e.g., ID proof, address proof, etc.].

I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Account Number]