

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

Customer Service

NW Natural

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

Dear NW Natural Customer Service,

Subject: Request for Account Closure

I am writing to formally request the closure of my NW Natural account associated with the account number [Your Account Number].

Please process this request effective immediately and confirm the closure in writing. If there are any final bills or charges, kindly send the details to me at the address provided above.

Thank you for your assistance.

Sincerely,

[Your Name]