

[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: Account Update Request

I hope this message finds you well. I am writing to request an update to my account information associated with my NW Natural account number [Your Account Number].

Please find my updated information below:

- **Name:** [Your Full Name]
- **Account Number:** [Your Account Number]
- **New Address:** [Your New Address]
- **Phone Number:** [Your New Phone Number]
- **Email Address:** [Your New Email Address]

If you require any additional information or documentation to process this update, please let me know.

Thank you for your assistance.

Sincerely,

[Your Name]