

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

Customer Service

NW Natural

[Address of NW Natural]  
[City, State, Zip Code]

Subject: Appliance Rebate Request

Dear Customer Service,

I am writing to request a rebate for my recent purchase of [specific appliance name and model], which I bought on [purchase date] as part of your NW Natural appliance rebate program.

My account number with NW Natural is [Your Account Number]. I have attached a copy of my receipt and the completed rebate form to this letter for your reference.

Thank you for your assistance in processing my rebate request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Attachments: Receipt, Rebate Form]