

[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,

I hope this message finds you well. I am writing to bring to your attention an issue with my recent billing statement for my natural gas service (Account Number: [Your Account Number]).

Upon reviewing my latest bill dated [Bill Date], I noticed some discrepancies that I believe need correction. Specifically, [describe the issue, e.g., "the amount appears to be significantly higher than my previous months' bills without any apparent reason" or "there are charges that I do not recognize"].

I would appreciate it if you could investigate this matter and provide clarification. If necessary, I am happy to provide any additional information you may need to assist in resolving this issue.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]