

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

NW Natural

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

Dear NW Natural Customer Service,

Subject: Contract Renewal Request

I hope this message finds you well. I am writing to formally request the renewal of my natural gas service contract with NW Natural, account number [Your Account Number], which is set to expire on [Contract Expiration Date].

I have been satisfied with the service provided and would like to continue my relationship with NW Natural. Please let me know if any further information or documentation is required to process my renewal. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]