

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

NW Natural

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

Subject: Dispute Resolution Request

Dear NW Natural Customer Service,

I hope this letter finds you well. I am writing to formally address a dispute regarding my account [Your Account Number] and to seek resolution through the appropriate channels.

[Provide a brief description of the issue, including dates, account details, and any relevant communications or transactions. Be clear and concise about your concerns.]

I believe that [explain why you believe your position is valid or the mistake that has occurred]. As a valued customer, I hope to resolve this matter amicably and promptly.

I kindly request that you review my account and the details provided. I am open to discussing this matter further and exploring potential resolutions. Please contact me at your earliest convenience.

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)]

[Enclosures: any supporting documents, if applicable]