

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

NW Natural

[Emergency Contact Department]
[Company Address]
[City, State, ZIP Code]

Subject: Emergency Contact Information

Dear NW Natural Emergency Contact Team,

I hope this letter finds you well. I am writing to provide you with my updated emergency contact information related to my NW Natural service account.

Account Holder: [Your Name]

Account Number: [Your Account Number]

Emergency Contact Information:

Name: [Emergency Contact Name]

Relationship: [Relationship to You]

Phone Number: [Emergency Contact Phone Number]

Alternate Phone Number: [Optional Alternate Phone Number]

Please ensure that this information is recorded in your systems for any emergency situations that may arise. I appreciate your attention to this matter and your commitment to safety.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]