

[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 letter finds you well. I am writing to request information regarding my natural gas service. My account number is [Your Account Number].

[Specify your request or issue, e.g., "I would like to inquire about my recent bill" or "I need assistance with activating my new service."]
Please let me know the necessary steps I need to take to resolve this matter. I appreciate your prompt attention to my request and look forward to your response.

Thank you for your assistance.

Sincerely,
[Your Name]