

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

NW Natural  
Meter Reading Department  
[Company Address]  
[City, State, Zip Code]

Subject: Submission of Meter Reading

Dear NW Natural Team,

I hope this message finds you well. I am writing to provide my current natural gas meter reading as requested.

- \*\*Account Holder Name:\*\* [Your Name]
- \*\*Account Number:\*\* [Your Account Number]
- \*\*Meter Number:\*\* [Your Meter Number]
- \*\*Reading Date:\*\* [Date of Reading]
- \*\*Current Meter Reading:\*\* [Your Reading]

Please let me know if you require any further information or verification regarding my meter reading.

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

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]