

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

NW Natural

[Address of NW Natural Office]  
[City, State, Zip Code]

Subject: Moving Notification

Dear NW Natural Customer Service,

I am writing to inform you that I will be moving from my current residence and would like to request the necessary adjustments to my account.

**\*\*Current Account Information:\*\***

Account Holder Name: [Your Name]  
Account Number: [Your Account Number]  
Current Address: [Your Current Address]

**\*\*New Address Information:\*\***

New Address: [Your New Address]  
Move-In Date: [Your Move-In Date]

Please let me know if there are any forms or additional information needed to process this request or if there are final meter readings that need to be arranged for my current residence.

Thank you for your assistance.

Sincerely,  
[Your Name]