

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

[Property Owner's Name]  
[NW Natural]  
[Property Owner's Address]  
[City, State, Zip Code]

Dear [Property Owner's Name],

Subject: Notification of [specific issue, event, or update]

I hope this message finds you well. I am writing to inform you about [briefly describe the reason for the notification, e.g., maintenance work, changes in service, safety updates, etc.].

This notification serves to ensure that you are aware of [details regarding the issue, including dates, locations, and any necessary actions required from the property owner].

Should you have any questions or require further information, please do not hesitate to reach out to me at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Title/Position]  
[NW Natural]