

[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 Team,

Subject: Inquiry Regarding Natural Gas Service

I hope this letter finds you well. I am writing to inquire about the natural gas services offered by NW Natural at my residence located at [Your Address].

Specifically, I would like to obtain information regarding the following:

1. The process for setting up new service
2. Available plans and rates for residential customers
3. Any current promotions or incentives for new customers
4. Installation timeline and requirements

I appreciate your assistance in this matter and look forward to your prompt response. Should you need any further information from my side, please do not hesitate to reach out.

Thank you for your attention to my inquiry.

Sincerely,

[Your Name]