

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

NW Natural

[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to inform you of a service interruption I experienced with NW Natural on [date of interruption]. The service was disrupted at approximately [time] and was restored by [time or "not yet restored"]. The interruption caused [briefly describe any issues caused by the interruption, e.g., inconvenience, financial loss, etc.]. I would appreciate any information you can provide regarding the reason for the interruption and any steps being taken to prevent future occurrences. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,  
[Your Name]