

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

Customer Service

NW Natural

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

Subject: Natural Gas Service Outage Report

Dear NW Natural Customer Service,

I am writing to report a natural gas service outage in my area.

****Outage Details:****

- ****Address:**** [Your Address]
- ****Date of Outage:**** [Date of Outage]
- ****Time of Outage:**** [Start Time]
- ****Affected Areas:**** [List of affected areas, if known]

****Description of Outage:****

[Briefly describe the situation and any observations, e.g., "I first noticed the outage when..."]

****Additional Information:****

- [Mention any safety concerns or issues, if applicable, e.g., "There is a strong smell of gas in the area."]
- [Include any steps taken, e.g., "I have checked with my neighbors who are also experiencing the outage."]

Please let me know if there are any updates regarding the service restoration or if you require additional information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]