

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

Customer Service

NW Natural

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

Dear Customer Service,

Subject: Request for Service Transfer

I am writing to request the transfer of gas service for my account with NW Natural. Below are the details pertinent to this request:

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

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

****New Service Information:****

New Account Name: [New Account Name if different]
New Service Address: [New Service Address]
Transfer Effective Date: [Desired Transfer Date]

Please let me know if you require any additional information or documentation to facilitate this transfer. I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention to this request.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]