

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

To,

The Manager,

[Gas Agency Name]

[Agency Address]

[City, State, Zip Code]

Subject: Notification for Address Change - Ujjwala Scheme

Dear Sir/Madam,

I am writing to inform you about the change of address for my Ujjwala gas connection. My details are as follows:

**\*\*Old Address:\*\***

[Old Address]

[City, State, Zip Code]

**\*\*New Address:\*\***

[New Address]

[City, State, Zip Code]

My consumer number is [Your Consumer Number]. I request you to kindly update your records with my new address at your earliest convenience. I have attached a copy of my identity proof and a utility bill for the new address for your reference.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Signature] (if sending a hard copy)