

# Gas Connection Transfer Letter Format

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Gas Service Provider Name]

[Address of Gas Service Provider]

[City, State, ZIP Code]

Subject: Request for Gas Connection Transfer

Dear Sir/Madam,

I am writing this letter to formally request the transfer of my gas connection from [Current Address] to [New Address]. I am relocating to the new address mentioned below and would like to have my gas service transferred accordingly.

Current Address:

[Your Current Address]

New Address:

[Your New Address]

Gas Connection Account Number: [Your Gas Connection Account Number]

Moving Date: [Date of Moving to the New Address]

I kindly request your assistance in processing the transfer as soon as possible, preferably before the moving date mentioned above, to ensure a smooth transition of services. As a responsible customer, I assure you that all outstanding bills and dues related to my current gas connection will be settled promptly.

Please let me know if there are any formalities or documents required from my end to complete the

transfer process. I am willing to provide any necessary information to facilitate this transfer efficiently.

If there are any applicable fees or charges for the transfer process, please inform me in advance, and I will make the payment accordingly.

I appreciate your prompt attention to this matter and thank you in advance for your cooperation. If you have any questions or require any additional details, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Looking forward to a seamless transfer of my gas connection.

Thank you.

Sincerely,

[Your Name]