

Gas Utility Services Renewal Notification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Gas Utility Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service Department/Specific Name],

I hope this message finds you well. I am writing to formally request the renewal of my gas utility services for my residence located at [Your Address]. My account number is [Account Number].

The current agreement is set to expire on [Expiration Date], and I would like to ensure that there is no interruption in gas supply for my household. Please let me know the necessary steps I need to take to facilitate this renewal.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]