

Application for Address Change in Gas Connection

1. Application for Address Change in Gas Connection Due to House Relocation

To,
The Manager,
[Gas Company Name],
[Company Address],
[City], [State], [Pin Code].

Date: [Insert Date]

Subject: Application for Address Change Due to House Relocation

Respected Sir/Madam,

I, [Your Name], am a consumer of your esteemed gas services with Consumer Number [Insert Consumer Number]. I am writing this letter to formally request a change of my registered address in your records due to my recent relocation.

My previous address was [Insert Old Address], and my new address is [Insert New Address]. I kindly request you to update your records with my new address to ensure uninterrupted gas services and communication.

For your verification and records, I am attaching a photocopy of my Aadhar Card (UIDAI) as proof of my new address along with this letter. I would also be grateful if you could guide me through any further formalities required to complete this process.

I hope for a quick update to my account and thank you in advance for your prompt attention to this matter. Please feel free to contact me at [Insert Phone Number] or [Insert Email Address] for any further clarifications or information you might need.

Thank you for your understanding and cooperation.

Yours sincerely,
[Your Name]
[Consumer Number]
[Signature]

2. Application for Updating New Address After Marriage in Gas Connection

To,
The Manager,
[Gas Company Name],
[Office Address],
[City, State, PIN Code].

Date: [Insert Date]

Subject: Application for Updating New Address After Marriage in Gas Connection

Respected Sir/Madam,

I, [Your Full Name], a customer of your esteemed gas service, would like to kindly inform you that I have recently got married. Due to my marriage, my residential address has changed. Therefore, I am writing this application to request an update of my new address in your records for my gas connection. My consumer number is [Consumer Number].

My old address was:
[Old Address],
[City],
[State], [PIN Code].

My new address is:
[New Address],
[City],
[State], [PIN Code].

I kindly request you to update my address in your records at the earliest to ensure smooth service and correspondence. Attached are the necessary

documents for address proof and my marriage certificate for your reference and verification.

I am looking forward to your kind cooperation. Please let me know if any further information or action is required from my side. You can contact me at my phone number: [Your Phone Number] or email: [Your Email Address].

Thanking you in anticipation.

Yours sincerely,

[Your Signature]

[Your Full Name]

[Consumer Number]

[New Address]

[City, State, PIN Code]

[Phone Number]

[Email Address]

3. Application for Address Correction in Gas Connection Documents

To,
The Manager,
[Gas Agency Name],
[Agency Address],
[City], [State], [PIN Code]

Date: [Insert Date]

Subject: Application for Address Correction in Gas Connection Documents

Respected Sir/Madam,

I hope this letter finds you in good health and spirits. I am writing to bring to your notice a discrepancy in the address mentioned in my gas connection documents. Due to this error, I am facing difficulties in receiving important communications and documents related to my gas connection.

My correct address is as follows:

[Correct Address Line 1]
[Correct Address Line 2]
[City], [State], [PIN Code]

However, the current documents mistakenly list my address as:

[Incorrect Address Line 1]
[Incorrect Address Line 2]
[City], [State], [PIN Code]

I kindly request you to update my address in your records to the correct one mentioned above. For your reference, I have attached the following documents to support my request:

1. A copy of my gas connection book.
2. Proof of address (e.g., Aadhaar card/utility bill).

I would be grateful if you could process this correction at the earliest to avoid any further inconvenience. Please let me know if any additional information or documentation is required from my side.

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

Yours sincerely,

[Your Name]
[Consumer Number]
[Contact Number]
[Email Address] (Optional)

4. Application for Address Change in Gas Connection Following Parent's Transfer

To,
The Manager,
[Gas Agency Name],
[Agency Address],
[City], [State], [Pin Code].

Date: [Insert Date]

Subject: Application for Address Change in Gas Connection

Respected Sir/Madam,

I hope this letter finds you in good health and high spirits. I am writing to request an address change for our family's gas connection due to my parent's job transfer. Our gas connection details are as follows:

Consumer Name: [Parent's Name]

Consumer Number: [Consumer Number]

Old Address: [Old Address], [City], [State], [Pin Code]

New Address: [New Address], [City], [State], [Pin Code]

My parent, [Parent's Name], has recently been transferred to a new location, necessitating our family's move to [New Address]. Consequently, we kindly request an update of our address in your records to ensure the continuous and hassle-free supply of gas to our new residence.

For your reference and to facilitate this process, I have attached the following documents:

1. Copy of the Transfer Order
2. Proof of New Address (e.g., Electricity Bill/Rent Agreement)
3. Copy of the Gas Book

We would greatly appreciate it if you could expedite this process as we heavily rely on the gas connection for our daily needs. Please let us know if there are any forms we need to fill out or any additional procedures we should follow.

Thank you for your attention to this matter. We look forward to your prompt assistance and cooperation.

Yours sincerely,

[Your Name]

[Your Contact Number]

[Your Email Address] (Optional)

Attachments:

1. Transfer Order
2. Proof of New Address
3. Copy of Gas Book

5. Application for Changing Address in Gas Connection After Buying a New House

To,
The Manager,
[Gas Agency Name],
[Agency Address],
[City, State, Pin Code].

Subject: Application for Change of Address in Gas Connection

Respected Sir/Madam,

I, [Your Name], am writing this letter to request a change of address in my gas connection records. Due to the purchase of a new house, my residential address has changed. I kindly ask for your assistance in updating my records to ensure continued and uninterrupted gas services at my new residence.

My gas connection details are as follows:

- Consumer Name: [Your Name]
- Consumer Number: [Your Consumer Number]
- Old Address: [Your Old Address]
- New Address: [Your New House Address, City, State, Pin Code]

I have attached the required documents for address change verification, including a copy of my new house purchase agreement and a recent utility bill in my name as proof of residence at the new address.

I request you to process my application at the earliest convenience to avoid any disruption in gas supply. Please let me know if any additional information or documents are needed from my side.

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

Yours sincerely,

[Your Name]

[Your Contact Number]

[Your Email Address]

[Date]

Enclosures:

1. Copy of New House Purchase Agreement.
2. Recent Utility Bill as Proof of New Address.