

To

The Electricity Department
Nongthymmai, Shillong.

Subject: Request for change of name on electricity bill.

Dear Ma'am

I am writing to request a change of name on my electricity bill account. The current name is Ribiang. Khongjee, and I would like to change it to Ribiang. Khongjee.

I request your prompt attention to this matter and appreciate your assistance in updating my electricity bill.

Thank you for your cooperation

Sincerely,

Ribiang. Khongjee

7005135405

Consumer ID: 1000761126