

Inquiry for Household Utility Connection

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

To Whom It May Concern,

I am writing to inquire about the process of obtaining a utility connection for my household located at [Insert Address]. I would like to establish connections for [specify utilities, e.g., water, electricity, gas].

Could you please provide me with the necessary information regarding the following:

- Required documents for the application
- Connection fees and charges
- Timeline for processing the application
- Any specific procedures I should follow

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]