

Request for Utilities Services Contract Agreement

Date: [Insert date]

To: [Utility Company Name]

Address: [Utility Company Address]

Dear [Utility Company Representative's Name],

I am writing to formally request a contract agreement for utility services for [specify the type of utility services, e.g., water, electricity, gas] at [specific address or location]. We are looking to establish a long-term partnership with your company due to [briefly mention the reason, e.g., reliability, quality of service].

We would appreciate it if you could provide us with the necessary terms and conditions, including pricing and service details. Please let us know if there are any documents or information that you require from our end to expedite this process.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]