

Utility Service Connection Request

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]

[Utility Company Name]
[Utility Company Address]
[City, State, Zip Code]

Dear [Utility Company Manager/Customer Service],

I am writing to request the connection of utility services at my new address. Due to my recent change of residence, I would like to ensure that the services I previously had at my old address are transferred to my new one.

Old Address:

[Your Old Address]
[City, State, Zip Code]

New Address:

[Your New Address]
[City, State, Zip Code]

Services to be transferred include:

- [List of Utilities e.g., Water, Electricity, Gas, etc.]

Please let me know if any further information is required to facilitate this request. I appreciate your prompt attention to this matter and look forward to your response.

Thank you for your assistance.

Sincerely,

[Your Name]
[Your Contact Number]
[Your Email Address]