

Utility Service Connection Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Utility Company Representative's Name],

We are writing to formally request the connection of utility services for our commercial property located at [Property Address]. As we are in the process of establishing our business operations, it is essential for us to have access to the following services:

- Electricity
- Water
- Natural Gas
- Internet

We have attached all necessary documents, including proof of ownership and any applicable permits, to facilitate the connection process. Please let us know if further information or documentation is required.

We appreciate your prompt attention to this matter and look forward to your positive response. Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]