

# Utility Service Connection Request

Date: \_\_\_\_\_

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

Subject: Request for Utility Service Connection for Multi-Unit Building

Dear [Utility Company Contact Name],

I am writing to formally request the connection of utility services for a multi-unit building located at:

**[Building Address]**  
[City, State, Zip Code]

This building consists of [number of units] residential units, and we are seeking service connections for the following utilities:

- Electricity
- Water
- Gas
- Internet
- Cable

We would like to request the following services:

- Initial installation of utilities
- Meter installation for each unit
- Service connection details and requirements

Please find attached the necessary documents, including:

- Building plans
- Site maps
- Proof of ownership or authorization

We appreciate your prompt attention to this matter and look forward to your positive response. Should you require any further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,  
[Your Name]  
[Your Title/Position]  
[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Your Phone Number]  
[Your Email Address]