

Utility Service Connection Request

Date: [Insert Date]

To: [Utility Company Name]

Address: [Utility Company Address]

Dear [Utility Company],

I hope this message finds you well. My name is [Your Name], and I am a new resident at [Your New Address]. I am writing to request the connection of utility services (water, electricity, gas, etc.) at my new residence.

Details of the new residence are as follows:

- Full Name: [Your Name]
- Service Address: [Your New Address]
- Previous Address: [Your Previous Address]
- Phone Number: [Your Phone Number]
- Email Address: [Your Email Address]

Please let me know what documents and information are required to proceed with the connection. I would appreciate it if you could expedite the process, as I would like to have utilities set up as soon as possible.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]