

Utility Service Connection Request for Temporary Services

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Utility Company Representative],

I am writing to formally request a temporary connection of utility services at the following address:

[Service Address]

The temporary services are required for [briefly explain the reason, e.g., construction, event, etc.]. I anticipate that the services will be needed from [start date] to [end date].

Please let me know the necessary steps and any documentation you may require to process this request.

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

Sincerely,

[Your Name]

[Your Title, if applicable]