

# Utility Service Request for Contract Inclusion

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Utility Company Contact Name],

I am writing to request the inclusion of my utility services in our existing contract. I would like to ensure that all necessary services are covered and would appreciate your guidance on the specific processes involved.

Details of my request are as follows:

- Account Number: [Insert Account Number]
- Service Type: [Water, Gas, Electricity, etc.]
- Requested Start Date: [Insert Date]

Please let me know what documentation is required and any fees associated with this request. I look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]