

Utility Service Activation Confirmation

Date: [Insert Date]

To:

[Recipient Name]

[Recipient Title]

[Government Building Name]

[Address]

Dear [Recipient Name],

We are pleased to inform you that the utility services for [Type of Service, e.g., Electricity, Water, Gas] at [Government Building Name] have been successfully activated as of [Activation Date].

The details of the service activation are as follows:

- Service Type: [Type of Service]
- Account Number: [Account Number]
- Start Date of Service: [Start Date]
- Contact Number for Assistance: [Contact Number]

Please ensure that you have the necessary arrangements in place to utilize the activated services effectively. Do not hesitate to reach out to us if you require any further assistance or clarification.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Title]

[Utility Company Name]

[Contact Information]