

Inquiry for New Utility Service Connection

Date: [Insert Date]

To: [Utility Company Name]

Address: [Utility Company Address]

Dear [Utility Company Representative's Name],

I am writing to inquire about the process for establishing a new utility service connection at my residence located at [Your Address]. I would like to know the requirements, documentation, and timeline associated with this service connection.

Please provide information on the following:

- Application process for new service
- Required documentation
- Connection fees and any deposits
- Estimated time for service activation

Your assistance in this matter will be greatly appreciated. I look forward to your prompt response.

Thank you.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Email Address]