

Request for New Service Connection Installation

Date: [Insert Date]

To,

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the installation of a new service connection at my property located at [Your Address].

Due to [briefly explain the reason for the new connection, e.g., new construction, need for additional utilities, etc.], I require a new connection for [specify service, e.g., electricity, water, gas, etc.].

Attached to this letter are the required documents, including [list any included documents such as proof of ownership, application forms, etc.]. Please let me know if any further information is required.

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

Sincerely,

[Your Name]

[Your Contact Information]

[Your Email Address]