

Utility Services Renewal Request

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Utility Company Name]
[Utility Company Address]
[City, State, Zip Code]

Dear [Utility Company Contact/Customer Service],

I hope this message finds you well. I am writing to formally request the renewal of utility services for my residential property located at [Your Property Address]. My account number is [Your Account Number].

As my current utility services are set to expire on [Expiration Date], I would like to ensure a seamless continuation of services. Please let me know the necessary steps I need to undertake to complete the renewal process.

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

Sincerely,
[Your Name]