

Utility Service Request for Site Preparation

Date: [Insert Date]

To: [Utility Company Name]

Address: [Utility Company Address]

Subject: Request for Utility Services for Site Preparation

Dear [Utility Company Contact Name],

I am writing to formally request utility services in preparation for our upcoming project located at [Project Site Address]. Our project is set to commence on [Start Date], and we require the following utilities to be established prior to this date:

- Electricity
- Water
- Gas

We would appreciate it if you could expedite the process to ensure that all necessary services are in place to meet our schedule. Please let us know if there are any forms or additional information required from our end to facilitate this request.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]