

Secondary Connection Installation Request

Date: [Insert Date]

To,

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the installation of a secondary connection at my property located at [Your Address]. This additional connection is necessary to ensure uninterrupted service and meet the increasing demand for connectivity.

Details of the requested installation are as follows:

- **Type of Connection:** [Specify Type, e.g., Fiber, DSL, etc.]
- **Preferred Installation Date:** [Insert Date]
- **Reason for Request:** [Briefly explain the reason]

Please let me know if you require any further information or documentation to process this request. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Email Address]