

Request for Additional Service Line Installation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally request the installation of an additional service line at my property located at [Your Address]. Due to [brief explanation of the reason for the request, e.g., increased demand for service, new construction, etc.], I believe that having an additional service line would greatly benefit my household.

I would appreciate it if you could provide me with the necessary information and procedures to proceed with this request. I am willing to cover any associated costs for the installation and am eager to discuss this matter further at your earliest convenience.

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

Sincerely,

[Your Name]