

Request for Energy Service Upgrade

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Utility Company Contact/Customer Service],

I am writing to formally request an upgrade to my energy service at the address mentioned above. Due to [reason for request, e.g., increased energy consumption, new appliances, etc.], I believe that an upgrade is necessary to accommodate my energy needs.

I am currently receiving [current service type] service and would like to upgrade to [desired service type or capacity]. I would appreciate your guidance on the steps necessary to facilitate this upgrade, including any potential costs involved.

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]