

Follow-Up on Utility Service Request

Dear [Utility Company Name],

I am writing to follow up on my recent service request submitted on [date of submission] for [specific service requested, e.g., water connection, electricity restoration, etc.]. My request reference number is [request number].

I would appreciate any updates regarding the status of my request, as it is crucial for [briefly explain the reason for urgency, e.g., ensuring safety, resuming service, etc.].

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

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]