Inquiry About Utility Service Extension

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Utility Company Contact Name],

I hope this message finds you well. I am writing to inquire about the possibility of extending utility services to my property located at [Your Property Address].

Due to [briefly explain reason, e.g., new construction, expansion of current facilities, etc.], I am interested in understanding the process, requirements, and any associated costs for obtaining an extension of services.

Could you please provide me with the necessary information or direct me to the appropriate department? I would appreciate any assistance you can offer in this matter.

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

Sincerely,

[Your Name]