

# Utility Connection Application for Service Upgrade

Date: [Insert Date]

To,

Customer Service Department

[Utility Company Name]

[Utility Company Address]

[City, State, ZIP Code]

Dear Customer Service Representative,

I am writing to formally request an upgrade to the existing utility service at my property located at [Your Address]. As my requirements have changed over time, I believe that an upgrade will better accommodate my needs.

Details of the existing service:

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]
- Current Service Type: [Type of Service]
- Current Capacity: [Capacity] (if applicable)

I am requesting the following upgrades:

- New Service Type: [New Type of Service]
- Requested Capacity: [New Capacity] (if applicable)

Please let me know of any necessary steps or documents required to process my application. I look forward to your prompt response regarding the feasibility of this upgrade.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Phone Number]

[Your Email Address]