

# Utility Connection Inquiry for Commercial Premises

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To Whom It May Concern,

I am writing to inquire about the utility connections available for our new commercial premises located at [Insert Address of Premises]. We are in the process of setting up our business and would like to know the necessary steps to establish utility services including water, electricity, gas, and internet.

Specifically, we would like information regarding the following:

- Requirements for setting up connections
- Estimated time frames for activation
- Cost and any applicable fees
- Any required documentation

We appreciate your assistance and look forward to your prompt response to ensure a smooth transition to our new location.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]