

Utility Connection Inquiry for Relocation of Existing Service

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 Name],

I hope this message finds you well. I am writing to inquire about the process of relocating my existing utility service from [Current Address] to [New Address].

Due to [brief reason for relocation, e.g., moving to a new residence], I need to ensure a smooth transition of my utilities and would appreciate any guidance you can provide regarding the necessary steps, required documentation, and associated fees.

My account number is [Your Account Number]. I would be grateful if you could assist me in expediting this request as I would like to have the service transferred by [desired date].

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

Sincerely,

[Your Name]