

Utility Connection Request

Date: [Insert Date]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Utility Company Contact Name or Department],

I am writing to formally request the connection of utility services for a new construction project located at:

[Project Address]

Project Name: [Insert Project Name]

Construction Start Date: [Insert Start Date]

Projected Completion Date: [Insert Completion Date]

We require the following utility services:

- Electricity
- Water
- Gas

Please find attached the necessary documents including the construction plans and any relevant permits. We appreciate your prompt attention to this matter and look forward to your response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]