

Utility Connection Request

Date: [Insert Date]

To: [Utility Company Name]

Address: [Utility Company Address]

Dear [Utility Company Contact Name],

I am writing to formally request utility connections for an upcoming special event.

Event Details:

- Event Name: [Insert Event Name]
- Date of Event: [Insert Date]
- Location: [Insert Event Location]
- Expected Attendance: [Insert Number of Attendees]

We would require the following utilities:

- Electricity: [Specify Details]
- Water: [Specify Details]
- Gas: [Specify Details, if applicable]

Please let us know the process for setting up these services, as well as any required documentation or fees. We look forward to your prompt response to ensure the success of our event.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]