

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Utility Company Representative's Name],

We are writing to formally request an upgrade to our utility services at [Your Business Address] due to our ongoing business expansion plans. As we are increasing our operations, we require a higher capacity of [specify utility, e.g., electricity, gas, water] to meet the demands of our growing customer base.

Please find the details of our request below:

- **Current Service Level:** [Current service specifications]
- **Requested Service Level:** [Requested service specifications]
- **Projected Service Need Date:** [Date you need the upgrade]
- **Reason for Upgrade:** [Brief explanation of the expansion plans and necessity for upgrade]

We hope to expedite this request as our expansion plans are scheduled for [timeline]. We appreciate your immediate attention to this matter and look forward to your favorable response.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]