

Utility Service Upgrade Request

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Utility Company Name]
[Utility Company Address]
[City, State, Zip Code]

Dear [Utility Company Representative],

I am writing to formally request an upgrade to the utility services for our commercial property located at [Property Address]. Due to [briefly explain reason for the request, e.g. increased demand, expansion of operations], we require additional capacity to meet our operational needs.

We currently receive [current service details] and would like to upgrade to [desired service details]. We believe this upgrade is essential for maintaining our business efficiency and meeting our client expectations.

Please find attached any relevant documents, including the site plan and our current service agreement.

We appreciate your attention to this matter and look forward to your prompt response regarding the feasibility and timeline for this upgrade.

Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]