

Utility Service Upgrade Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Utility Company Name]

[Utility Company Address]

[City, State, ZIP Code]

Subject: Request for Utility Service Upgrade

Dear [Utility Company Representative's Name],

I am writing to formally request an upgrade of utility services for my new construction project located at [Project Address]. The project is scheduled to begin on [Start Date], and we anticipate a need for enhanced electrical/water/gas capacity to adequately support the building's requirements.

The specifications are as follows:

- Type of Utility: [Electricity/Water/Gas]
- Current Capacity: [Current Capacity]
- Required Capacity: [Required Capacity]
- Projected Completion Date: [Projected Date]

We understand that this request may require coordination and assessment on your part, and we appreciate your prompt attention to this matter. Please let us know if you require any further information or documentation to expedite this request.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]