

Utility Service Upgrade Request

Date: [Insert Date]

To:

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Utility Company Representative's Name],

I am writing to formally request an upgrade to my utility service at my residence located at [Your Address, City, State, Zip Code].

Due to [briefly explain reason for upgrade, e.g., increased electricity usage, installation of new appliances, etc.], I have determined that my current service capacity is insufficient to meet my household needs.

I would appreciate it if you could provide information regarding the process and requirements for upgrading my service, including any associated costs or timelines. If possible, I would like to schedule a consultation to discuss this matter further.

Thank you for your attention to this request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]