Utility Service Upgrade Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Utility Company Customer Service/Specific Contact Name],

I am writing to request a temporary increase in service for my utility account, [Your Account Number]. Due to [briefly explain reason, e.g., an upcoming event, construction work, etc.], I need an upgrade in service capacity from [current service level] to [requested service level].

The temporary increase is needed from [start date] to [end date]. I believe that this upgrade will support my needs adequately during this period.

Thank you for considering my request. Please let me know if any additional information is required or if there are forms that need to be filled out.

Sincerely,

[Your Name]