

Utility Service Restoration Request

[Your Name]
[Your Position]
[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 Contact],

I am writing to formally request the restoration of utility services to our business premises located at [Business Address]. Due to [briefly explain reason for utility disruption], our operations have been significantly impacted.

We kindly ask for your immediate attention to this matter, as the restoration of services is crucial for our day-to-day operations. Please let us know if you require any further information or documentation to expedite this request.

Thank you for your prompt attention to this issue. We look forward to your swift response.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]