

Utility Service Restoration 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 Contact Name],

I am writing to formally request the restoration of utility services at our commercial rental space located at [Rental Space Address]. Our account number is [Account Number]. The utility services have been interrupted since [Date of Interruption], significantly impacting our business operations.

We understand that there may have been reasons for the disruption; however, we kindly urge you to prioritize the restoration of services as soon as possible. Timely restoration of service is crucial for [briefly describe the impact on your business].

Please let us know if there are any requirements or information needed from our end to expedite the process. We appreciate your prompt attention to this matter and look forward to your swift response.

Thank you for your cooperation.

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