Utility Service Restoration Request

Date: [Insert Date]

[Utility Company Name]

[Utility Company Address]

[City, State, ZIP Code]

Dear [Utility Company Contact Name],

We are writing on behalf of [Non-Profit Organization Name], a non-profit organization dedicated to [briefly describe the organization's mission and activities]. Our organization has recently experienced an interruption in utility services that is significantly impacting our ability to serve our community.

Our service account number is [Insert Account Number]. The disruption occurred on [Insert Date of Service Interruption], and we have taken all necessary steps to address any issues that may have contributed to this situation.

We respectfully request the restoration of our utility services at your earliest convenience. The continuation of our operations is critical as we provide essential services such as [list services provided].

Thank you for your attention to this matter. We appreciate your support in helping us continue our mission. Please feel free to contact us at [Insert Phone Number] or [Insert Email Address] should you need any further information.

Sincerely,

[Your Name]

[Your Position]

[Non-Profit Organization Name]

[Organization Address]

[City, State, ZIP Code]

[Phone Number]

[Email Address]