

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Utility Company Name

Utility Company Address

City, State, Zip Code

Dear [Utility Company Name/Representative],

I hope this message finds you well. I am writing to request the restoration of utility services at my seasonal vacation home located at [Vacation Home Address]. The account number associated with this property is [Account Number].

Due to the seasonal nature of my occupancy, I would like to have the utility services reconnected in advance of my arrival on [Date of Arrival]. It is essential for my comfort and safety during my stay.

Please let me know if you require any further information or documentation to process my request. I appreciate your prompt attention to this matter.

Thank you for your assistance.

Sincerely,

[Your Name]