

Application for Utility Online Account Setup

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To,

Customer Service Department

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Subject: Application for Online Account Setup

Dear Sir/Madam,

I am writing to request the setup of an online account for my utility services with [Utility Company Name]. My account details are as follows:

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]
- Service Address: [Your Service Address]

I would appreciate your assistance in guiding me through the setup process or providing me with the necessary instructions to create my online account.

Thank you for your attention to this matter. I look forward to your swift response.

Sincerely,

[Your Name]