

Utility Service Contract Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To,

[Utility Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Request for Utility Service Contract

Dear [Utility Company Contact Name],

I am writing to request a utility service contract for [specify utility service: water, electricity, gas, etc.] at my residence located at [your address]. I am interested in establishing service for [mention start date] and would like to receive the necessary paperwork to finalize the agreement.

Please let me know if there are any specific requirements or documents needed to process this request. I look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]