

# Utility Service Contract Submission

Date: [Insert Date]

To,  
[Utility Company Name]  
[Company Address Line 1]  
[Company Address Line 2]  
[City, State, Zip Code]

Subject: Submission of Utility Service Contract

Dear [Utility Company Representative's Name],

I am writing to formally submit my application for a utility service contract for [specify type of utility, e.g., water, gas, electricity] at my residence located at [Your Address].

Enclosed with this letter, please find the completed contract form, along with any required documentation, including:

- Proof of identity
- Proof of address
- Any additional documents required by your office

I kindly request that you process my application at your earliest convenience. Should you need any further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

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

Sincerely,

[Your Name]  
[Your Signature (if sending a hard copy)]  
[Your Address]  
[Your Phone Number]  
[Your Email Address]