

Utility Service Upgrade Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Utility Company Representative],

I am writing to formally request an upgrade to my utility service at my residence located at [Your Address]. Due to [briefly explain reason for upgrade, e.g., increased energy needs, renovation, etc.], I require an enhanced level of service.

I kindly ask you to assess my current utility setup and recommend appropriate upgrades to accommodate my needs. Please let me know the necessary steps and any documentation required to facilitate this process.

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

Sincerely,

[Your Name]