

Utility Service Connection Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Business Name]

[Business Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Utility Company Contact],

Subject: Request for Utility Service Connection

I am writing to formally request the connection of utility services to our business premises located at [Business Address]. We are in the process of opening our business and require the following services:

- Electricity
- Water
- Gas

We anticipate that our operations will commence on [Expected Start Date] and would greatly appreciate your assistance in facilitating the connection of these services at your earliest convenience.

Please find attached all necessary documents including our application form, proof of identity, and any other required paperwork. Should you need any additional information or documentation, please feel free to contact me directly at [Your Phone Number] or [Your Email Address].

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

Sincerely,

[Your Name]

[Your Position]

[Business Name]