

Utility Service Connection Request

Date: [Insert Date]

To,

Customer Service Department

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Subject: Request for Relocation of Existing Utility Service

Dear Sir/Madam,

I hope this letter finds you well. I am writing to formally request the relocation of my existing utility service at my current address to a new address. Below are the details regarding my service:

Current Address: [Insert Current Address]

New Address: [Insert New Address]

Account Number: [Insert Account Number]

Due to [brief reason for relocation, e.g., home renovation, moving to a new location], I need the utility service to be transferred from my current address to the new one mentioned above. I kindly request that you provide guidance on the necessary steps and any applicable fees associated with this relocation process.

Thank you for your attention to this matter. I look forward to your prompt response so that we can facilitate a smooth transition of service.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Email Address]