

# Utility Service Connection Request

Date: [Insert Date]

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

Subject: Request for Upgraded Service Capacity

Dear [Utility Company Representative's Name],

I hope this message finds you well. I am writing to formally request an upgrade to the service capacity for my utility connection at the following address:

[Your Full Address]  
Account Number: [Your Account Number]

Due to [briefly explain reason, e.g., increased usage, home renovation, new appliances], I am in need of a higher service capacity to meet my current needs. I would appreciate it if you could review my request and provide any necessary information regarding the process and potential costs involved in upgrading the service.

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

Sincerely,  
[Your Name]  
[Your Phone Number]  
[Your Email Address]