

# Utility Account Initiation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Utility Company Name]

[Utility Company Address]

[City, State, ZIP Code]

Dear [Utility Company Representative/Customer Service],

I am writing to request the initiation of a new utility account for my residence located at [Service Address]. I would like to establish service starting on [Start Date].

Please find my details below:

- **Full Name:** [Your Name]
- **Service Address:** [Service Address]
- **Billing Address:** [Billing Address, if different]
- **Preferred Contact Number:** [Your Phone Number]
- **Email Address:** [Your Email Address]

Enclosed are any required documents for verification, including proof of residency and identification. Please let me know if you need any further information.

Thank you for your assistance. I look forward to your prompt response and to setting up my account.

Sincerely,

[Your Name]