

# Request to Establish Utility Account

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Utility Company's Name]

[Utility Company's Address]

[City, State, Zip Code]

Dear [Utility Company Contact/Department Name],

I hope this message finds you well. I am writing to formally request the establishment of a utility account at my residence located at [Insert Service Address].

As of [Insert Move-in Date], I will be residing at the above-mentioned address and would like to set up the following services:

- Electricity
- Water
- Gas

Please let me know if there are any forms or information required to facilitate this process. I am looking forward to your prompt assistance in setting up my account.

Thank you for your attention to this matter.

Sincerely,

[Your Name]