

Utility Account Setup Request

Date: [Insert Date]

To: [Utility Company Name]

Address: [Utility Company Address]

City, State, Zip: [Utility Company City, State, Zip]

Dear [Utility Company Customer Service],

I am writing to request the setup of a utility account for my new residence located at [Your Address]. I would like to establish service for [type of utility: water, gas, electricity, etc.] starting on [desired start date].

Please find my details below:

- Full Name: [Your Full Name]
- Phone Number: [Your Phone Number]
- Email Address: [Your Email Address]
- Service Address: [Your Service Address]
- Billing Address: [Your Billing Address (if different)]
- Social Security Number or Account Number (if applicable): [Your SSN or Account Number]

If you require any further information or documentation to process my request, please do not hesitate to contact me at the number or email provided above.

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

Sincerely,

[Your Full Name]