

Utility Service Setup Request

Date: [Insert Date]

Customer Service Department
[Utility Company Name]
[Company Address Line 1]
[Company Address Line 2]
[City, State, Zip Code]

Dear Customer Service Team,

I am writing to request the setup of residential utility service at my new home. Below are the necessary details:

Service Address:

[Full Address of the Property]

Move-in Date:

[Your Move-in Date]

Account Holder's Name:

[Your Full Name]

Contact Information:

Phone: [Your Phone Number]

Email: [Your Email Address]

Please confirm the setup date and any documentation that I may need to provide. Thank you for your assistance.

Sincerely,

[Your Full Name]