

Utility Service Initiation Request

From: [Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

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

Subject: Request for Utility Service Initiation

Dear [Utility Company Representative's Name],

I am writing to request the initiation of utility services at my new residence located at [New Address]. I would like to have [specify services; e.g., water, electricity, gas] initiated by [desired start date].

For verification purposes, I have attached the necessary documents including proof of identity and proof of residency.

Please let me know if you require any additional information or documents to process my request. I look forward to your prompt assistance in this matter.

Thank you for your attention to this request.

Sincerely,

[Your Name]