

Utility Service Reconnection Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

To Whom It May Concern,

I hope this message finds you well. I am writing to formally request the reconnection of my utility service following the settlement of my outstanding balance.

Account Number: [Insert Account Number]

Service Address: [Insert Service Address]

I have made the necessary payment of [Insert Amount] on [Insert Payment Date], and I have attached the receipt for your reference.

Considering the payment has been successfully processed, I kindly request your assistance in restoring my utility service at the earliest possible convenience.

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

Sincerely,

[Your Name]