

Utility Service Reconnection Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Utility Company Representative's Name],

I am writing to formally request the reconnection of my utility service that was interrupted on [Date of Service Interruption]. My account number is [Your Account Number].

The disconnection was due to [brief explanation of reasons, if applicable]. I have taken the necessary steps to resolve the issues, including [mention any payments made or actions taken].

I kindly ask that you process my request for reconnection at your earliest convenience.

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

Sincerely,

[Your Name]