

Utility Service Reconnection Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 utility services under my name for the property located at [Property Address]. Due to a recent change of ownership, I would like to ensure that the services are transferred and reconnected under my name.

Details of the property are as follows:

- Account Number: [Account Number]
- Previous Owner: [Previous Owner's Name]
- Effective Date of Ownership Change: [Date]

Please let me know the necessary steps I should take to facilitate this process and any required documentation I need to provide. I look forward to your prompt assistance in this matter.

Thank you for your attention to this request.

Sincerely,

[Your Name]