

# Utility Service Reconnection Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Utility Company Contact/Department],

Subject: Request for Reconnection of Utility Service

I am writing on behalf of [Company Name] to formally request the reconnection of our [type of utility service, e.g., electricity, water] service, account number [Account Number], which was disconnected on [Date of Disconnection].

We have resolved the outstanding issues that led to the disconnection, including [briefly explain what was resolved, e.g., settled overdue payments or any compliance issues]. We kindly request that you restore our utility service as soon as possible, as it is imperative for our daily operations.

Thank you for your prompt attention to this matter. We look forward to your swift response. If you require any further information or documentation, please do not hesitate to contact me at [Phone Number] or [Email Address].

Sincerely,

[Your Name]

[Your Position]

[Company Name]