

Utility Service Reconnection Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Utility Company Customer Service],

I am writing to formally request the reconnection of my utility service that has been temporarily disconnected due to an emergency situation. My account number is [Your Account Number].

On [Date of Disconnection], my utility service was disconnected due to [briefly explain emergency circumstances]. I understand the importance of timely payments and I assure you that my situation was beyond my control.

Given the circumstances, I kindly ask for your understanding and assistance in reconnecting my service as soon as possible. The lack of utility service has caused significant hardship, and I appreciate any expedited attention you can give to this matter.

Thank you for your consideration. I look forward to your prompt response so that I may restore my utility service.

Sincerely,

[Your Name]