

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 Customer Service/Manager's Name],

I hope this message finds you well. I am writing to formally request the reconnection of my utility services at my new address due to my recent relocation.

My details are as follows:

Account Holder Name: [Your Name]

Previous Address: [Old Address]

New Address: [New Address]

Account Number: [Your Account Number]

Due to my recent move, I kindly ask for your assistance in reconnecting my utility services at the new location. I understand that there may be fees associated with this reconnection, and I am prepared to settle any outstanding balances.

Please confirm the reconnection date and any additional steps I may need to follow. Thank you for your attention to this matter, and I look forward to your prompt response.

Sincerely,

[Your Name]