

Utility Service Reconnection Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to formally request the reconnection of my utility service at my residence located at [Your Address]. My account number is [Account Number].

Due to [brief explanation of the reason for disconnection, e.g., financial hardship, temporary relocation], my service was disconnected on [Date of Disconnection]. I have since addressed the issues that led to this situation and am now in a position to resume payment for my service.

I kindly ask that you process my request for reconnection as soon as possible. Please let me know if there are any outstanding fees or requirements that I need to fulfill in order to expedite the reconnection of service.

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

Sincerely,

[Your Name]