

# Utility Service Reconnection Request

Date: [Insert Date]

To: [Utility Company Name]

Address: [Utility Company Address]

City, State, Zip Code: [City, State, Zip]

Dear [Utility Company Customer Service],

I am writing to request the reconnection of my utility service at my residence. My account number is [Your Account Number]. Due to [brief explanation of disconnection reason], my service was disconnected on [disconnection date].

Since then, I have addressed the issues leading to the disconnection and am now ready to settle my account. Please find my updated billing information below:

## Updated Billing Information

Name: [Your Full Name]

Address: [Your Service Address]

Phone Number: [Your Phone Number]

Email Address: [Your Email Address]

New Billing Address (if different): [New Billing Address]

Payment Method: [Credit Card/Bank Transfer/etc.]

I kindly request that you process the reconnection at your earliest convenience. Should you require any further information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

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

Sincerely,

[Your Full Name]

[Your Signature (if sending a hard copy)]