

# Follow-Up on Utility Service Request

Date: [Insert Date]

To: [Recipient's Name]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my recent request regarding [briefly describe the service issue, e.g., "the outage reported on March 1st"]. I would like to inquire about any updates or progress regarding the resolution of this matter.

It has been [number of days/weeks] since my initial communication, and I appreciate your attention to this issue. Please let me know if there is any further information you need from my side to expedite the process.

Thank you for your prompt attention to this matter. I look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]