

Utility Service Issue Reporting

Date: [Insert Date]

To Whom It May Concern,

I am writing to report an issue with my utility service. The details of the issue are as follows:

Utility Type: [Electricity/Water/Gas]

Account Number: [Your Account Number]

Description of Issue: [Brief description of the issue]

Date and Time of Occurrence: [Insert Date and Time]

Location: [Your Address]

I would appreciate your prompt attention to this matter, as it is affecting my daily living conditions. Please let me know how soon I can expect a resolution or if you require any additional information from my side.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Contact Information]