

# Utility Service Maintenance Request

Date: [Insert Date]

To,

[Utility Service Provider Name]

[Address]

[City, State, Zip Code]

Dear [Utility Service Provider],

I am writing to formally request maintenance for my utility service at [Your Address]. We have been experiencing [describe the issue briefly, e.g., "intermittent power outages" or "leak in water supply"] since [mention when the issue started].

The details of the service affected are as follows:

- Type of Service: [Electricity/Water/Gas]
- Account Number: [Your Account Number]
- Description of Issue: [Brief Description]
- Preferred Contact Method: [Phone/Email]

We would appreciate it if you could send someone to address this issue at your earliest convenience. Please feel free to contact me at [Your Phone Number] or [Your Email Address] for any further information.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]