

Request for Utility Digital Platform Access

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Utility Company Representative's Name],

I am writing to request access to the Utility Digital Platform for new users. As a valued customer of [Utility Company Name], I wish to utilize the digital services offered to manage my account more efficiently.

My account details are as follows:

Account Number: [Your Account Number]

I would appreciate your assistance in granting me access to the platform at your earliest convenience. Should you require any further information or documentation, please do not hesitate to reach out to me.

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

Sincerely,

[Your Name]