

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Company Name]
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Application for Natural Gas Connection

I hope this letter finds you well. I am writing to formally request a natural gas connection at my residence located at [Your Address].

Details of the application are as follows:

- Name of Applicant: [Your Name]
- Address: [Your Address]
- Type of premises: [Residential/Commercial]
- Nature of use: [Use of natural gas appliances, heating, etc.]
- Previous connection (if any): [Yes/No; if yes, provide details]

I have enclosed the necessary documents, including:

1. Identity proof (copy of [Your ID, Passport, etc.])
2. Address proof (copy of [Utility bill, Lease agreement, etc.])
3. [Any other required documents]

I understand that there may be fees associated with the connection and am prepared to comply with all terms and conditions set forth by your company.

Thank you for your attention to this matter. I look forward to your prompt assistance in processing my application.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]