

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

[Gas Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Request for New Gas Supply Connection

I hope this letter finds you well.

I am writing to formally request a new gas supply connection to my property located at [Your Address]. I recently [moved into the property, or any other reason for the request], and I require a gas supply for [specify purpose, e.g., heating, cooking].

Kindly provide the necessary guidelines and requirements for the new connection process. I would appreciate it if you could expedite this request, as I am in need of gas supply at your earliest convenience. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]