

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

[Utility Provider's Name]
[Utility Provider's Address]
[City, State, Zip Code]

Subject: Request for Gas Connection

Dear [Utility Provider's Contact Name or "Customer Service"],
I am writing to request a new gas connection at my residence located at
[Your Address].

Details of the connection request are as follows:

- Customer Name: [Your Name]
- Service Address: [Your Address]
- Type of Service Required: [e.g., Residential/Commercial]
- Preferred Connection Date: [Desired Date]
- Contact Number: [Your Phone Number]

Please let me know the required documentation and any necessary
procedures to facilitate the connection process. I look forward to your
prompt response.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]