

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

Dear [Gas Company Name/Customer Service Department],

Subject: Request for Gas Service Connection

I hope this letter finds you well. I am writing to request the connection of gas service to my property located at [Your Address].

Please find the necessary details required for processing my request:

- Name: [Your Name]
- Service Address: [Your Address]
- Account Number (if applicable): [Your Account Number]
- Type of Service Required: [New Connection/Transfer of Service]

I would appreciate your prompt assistance in initiating this service connection. If any additional information or documentation is needed, please let me know at your earliest convenience.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]