

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

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

Subject: Application for Gas Connection

Dear [Gas Company Representative's Name],

I am writing to formally request a gas connection at my residence located at [Your Address].

I have recently moved to this address and require a gas connection for cooking and heating purposes. I would like to know the procedure and any necessary documentation needed to facilitate this process.

Please find the following details for your reference:

- Full Name: [Your Name]
- Address: [Your Address]
- Contact Number: [Your Phone Number]
- Preferred Installation Date: [Your Preferred Date]

I would appreciate your prompt response regarding the next steps involved. Thank you for your attention to this matter.

Sincerely,

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