

[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 [Recipient's Name or Customer Service Department],  
I am writing to formally request a gas connection for my residence located at [Your Address].

Details of my application are as follows:

- Full Name: [Your Name]
- Address: [Your Address]
- Contact Number: [Your Phone Number]
- Current Gas Supplier (if any): [Name/Details]
- Type of connection required: [Residential/Commercial]
- Preferred installation date: [Date]

I have attached the necessary documents, including a copy of my identification and any additional documents as required by your company. Please let me know if you need any further information or if there are specific procedures I should follow.

Thank you for your assistance.

Sincerely,

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