

[Your Company Letterhead]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Phone Number]

[Email Address]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Gas Connection Service Request

We are pleased to inform you that your request for a gas connection service has been received. Below are the details of your service:

- \*\*Service Type:\*\* [New Connection/Transfer of Connection]

- \*\*Service Address:\*\* [Service Address]

- \*\*Account Number:\*\* [Account Number]

- \*\*Requested Connection Date:\*\* [Requested Date]

Please ensure that the following requirements are met prior to the installation:

1. [Requirement 1]

2. [Requirement 2]

3. [Requirement 3]

Our team will contact you to confirm the date and time for the service installation. Should you have any questions or require further information, please do not hesitate to contact us at [Phone Number] or [Email Address].

Thank you for choosing [Your Company Name] for your gas service needs.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]