

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

Subject: Request for Gas Connection Approval

Dear [Recipient's Name or "To Whom It May Concern"],

I hope this letter finds you well. I am writing to formally request the approval for a gas connection at my residence located at [Your Address].

Details of the request are as follows:

- \*\*Applicant Name:\*\* [Your Name]
- \*\*Property Address:\*\* [Your Address]
- \*\*Type of Connection:\*\* [Residential/Commercial]
- \*\*Connection Date Requested:\*\* [Preferred connection date]

I have completed all necessary formalities and attached the required documents for your review. Please let me know if any additional information or further actions are required on my part to expedite this process.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]