

[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

Dear [Recipient's Name],

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

Due to [brief reason for requesting a gas connection, e.g., home renovation, new appliance installation], I require a gas connection to ensure a safe and efficient supply.

Please let me know the necessary procedures and documentation needed to expedite this request. I would appreciate your guidance on the timeline for installation and any associated costs.

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]