

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

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

Subject: Application for New Gas Connection

Dear [Recipient Name],

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

I have recently moved into the property and require a gas supply for [mention reason, e.g., cooking, heating, etc.]. I have attached the necessary documents, including proof of ownership/rental agreement and identification, as per your requirements.

Please provide me with the details regarding the next steps in the process and any further documentation you may need from my side.

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

Sincerely,

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