

[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 New Gas Connection

Dear [Gas Company Representative's Name],

I am writing to request a new gas connection for my residence located at  
[Your Address].

Details of the connection request are as follows:

- Name: [Your Name]
- Address: [Your Address]
- Contact Number: [Your Phone Number]
- Preferred Connection Date: [Desired Date]

Please let me know if you require any further information or documentation to process my request. I look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]