

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

[Recipient's Name]  
[Recipient's Position]  
[Company Name]  
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: New Gas Line Installation Request

I am writing to formally request the installation of a new gas line at my property located at [Property Address].

Details of the installation are as follows:

- **\*\*Type of Gas\*\***: [Natural Gas/Propane]
- **\*\*Proposed Location\*\***: [Specify the exact location for installation]
- **\*\*Purpose of Installation\*\***: [Briefly explain the purpose, e.g., heating, cooking, etc.]

I understand that this process will involve [briefly outline any necessary permits, inspections, or regulations]. I would appreciate your guidance on the steps I need to follow to ensure a smooth installation. Please let me know the next steps and any information you require from my side. I look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]