

[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 Service Connection

Dear [Gas Company Contact/Department Name],

I am writing to formally request a new gas service connection for my property located at [Property Address].

Details of the property are as follows:

- Owner's Name: [Your Name]
- Type of Property: [Residential/Commercial]
- Expected Usage: [Brief description of gas usage, e.g., heating, cooking, etc.]
- Date of Connection Needed: [Specify date if applicable]

I have attached all the necessary documents required for processing this request, including:

1. Proof of ownership or lease agreement
2. Identification (ID copy)
3. Any applicable permits or approvals

Please let me know if you require any additional information or documentation to facilitate this request. I look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]