

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

Xcel Energy

[Office Address]  
[City, State, ZIP Code]

Subject: Residential Service Agreement

Dear Xcel Energy Customer Service,

I am writing to request the establishment of residential electric service at my property located at [Service Address]. Below are my details for your records:

- \*\*Full Name:\*\* [Your Full Name]
- \*\*Service Address:\*\* [Complete Address of the Property]
- \*\*Billing Address (if different):\*\* [Billing Address]
- \*\*Desired Start Date:\*\* [Start Date]
- \*\*Contact Phone Number:\*\* [Your Phone Number]
- \*\*Email Address:\*\* [Your Email Address]

Please let me know if any additional information or documentation is required to process this request. I look forward to your prompt response regarding the activation of service.

Thank you for your assistance.

Sincerely,

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