

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

Xcel Energy

[Department/Address]
[City, State, Zip Code]

Dear Xcel Energy Customer Service,

Subject: Service Request

I am writing to request [specific service needed, e.g., new electricity service, service transfer, service disconnection, etc.] for my property located at [property address].

Details of the request are as follows:

- Account Number (if applicable): [your account number]
- Service Start Date: [desired start date]
- Service Type: [e.g., residential, commercial]
- Additional Information: [any other relevant details or requirements]

Please let me know if you need any further information or documentation to process my request. I can be reached at [your phone number] or [your email address].

Thank you for your prompt attention to this matter.

Sincerely,
[Your Name]