

[Your Name/Business Name]

[Service Address]

[Phone Number]

[Email Address]

[Date]

[Department Name, e.g., Department of Public Works]

[Municipal Government Name]

[City, State, Zip Code]

Subject: Request for Public Utility Account Opening

To whom it may concern,

I am writing to formally request the opening of a new public utility account for the property located at [Full Property Address].

Please activate the following services for this account:

- Water and Sewer
- Electricity
- Waste Management/Trash Collection

The service start date is requested for [Requested Start Date].

Attached to this letter are the required documents for registration, including [List Documents, e.g., Proof of Ownership/Lease Agreement and Government ID].

Please let me know if there are any connection fees, deposits, or additional forms required to complete this application. I can be reached at [Phone Number] should you need further clarification.

Thank you for your assistance.

Sincerely,

[Signature]

[Printed Name]