

Date: [Insert Date]

Subject: ACTION REQUIRED: Complete your new utility account setup

Dear [Customer Name],

Thank you for requesting utility services with [Company Name]. To finalize the setup of your account and ensure your services begin on [Start Date], we require further action from you.

Please complete the following steps by [Deadline Date]:

- **Verify Identity:** Upload a copy of your government-issued ID via our secure portal.
- **Security Deposit:** Submit the required deposit of \$[Amount] or provide a letter of credit.
- **Signed Agreement:** Review and electronically sign the Service Agreement attached to this email.

How to submit:

You can complete these actions by logging into your online portal at: [\[Insert Website URL\]](#)

Please note that failure to provide the requested information by the deadline may result in a delay or cancellation of your service connection.

If you have already completed these steps, please disregard this notice. For assistance, contact our customer service team at [Phone Number] or [Email Address].

Sincerely,

[Sender Name]
[Department Name]
[Company Name]