

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Utility Company Name]

[New Connections Department]

[Utility Company Address]

[City, State, Zip Code]

**RE: Request for New Utility Connection - [Property Address/Lot Number]**

To Whom It May Concern,

I am writing to formally request the installation of new utility services for a lot development project located at [Insert Full Property Address or Legal Description/Assessor's Parcel Number].

We require the following connections for this site:

- [e.g., Electricity - Single Phase/Three Phase]
- [e.g., Water - Standard Domestic Meter/Irrigation]
- [e.g., Natural Gas]
- [e.g., Sewage/Wastewater]

Project Details:

Project Type: [e.g., Single Family Residential / Commercial / Multi-Unit]

Estimated Start Date: [Date]

Desired Connection Date: [Date]

Attached to this letter, please find the site plan, property deed, and required permits for your review. Please advise on the next steps regarding the application process, required inspections, and any applicable connection fees.

I look forward to your response to coordinate the site visit and installation schedule. Please contact me at [Phone Number] or [Email Address] if you require further information.

Sincerely,

[Your Signature]

[Your Printed Name]