

[Your Name]
[Your Phone Number]
[Your Email Address]

[Date]

[Utility Company Name]
[Utility Company Address]
[City, State, Zip Code]

RE: Request for Service Activation - [Property Address]

To Whom It May Concern,

I am writing to formally request the activation of [Type of Utility: e.g., Electricity/Water/Gas] services at the following address, effective [Activation Date]:

Property Address: [Full Property Address]

I have recently closed on the purchase of this residential property. Please find my account information below for the setup of the new billing cycle:

- **Account Holder Name:** [Your Full Name]
- **Social Security Number:** [Last 4 Digits or as required by phone]
- **Billing Address:** [Mailing Address if different from property address]
- **Contact Number:** [Your Phone Number]

If there are any existing balances from the previous owner, please note that those are not my responsibility as the new owner. I am requesting a new account be opened in my name starting from the date of closing/possession mentioned above.

Please confirm once the service has been scheduled for activation. If you require a copy of the closing disclosure or deed to verify the transfer of ownership, please let me know.

Thank you for your assistance.

Sincerely,

[Your Signature]

[Your Printed Name]