

Requesting letter

Mathew Davis Pullokkaran
2/650, 2/651 Aanavattan Road, Poomparai, Kodaikanal - 624103
Mathew777@gmail.com
14 Feb 2024

Head of the EB Department
Kodaikanal - 624101

Subject: Request for Conversion of Temporary Electric Connection to Permanent Residential Connection

Dear Sir/Madam,

I am writing to request the conversion of my temporary electric service connection (Temporary Service Number: 05253004616) to a permanent residential connection. The temporary service was utilized during the construction of my house at 2/650, 2/651 Aanavattan Road, Poomparai, Kodaikanal - 624103.

I am pleased to inform you that the construction has been completed successfully. Enclosed with this letter are the necessary documents, including my EB Bill and Aadhar, for your reference and verification.

Name: Mathew Davis Pullokkaran
Temporary Service Number: 05253004616
Address: 2/650, 2/651 Aanavattan Road, Poomparai, Kodaikanal - 624103

I kindly request your assistance in initiating the process for the conversion. Please advise on any necessary forms, documents, or fees required for this transition. I appreciate your prompt attention to this matter.

Thank you for your cooperation, and I look forward to a smooth transition to a permanent residential connection.

Sincerely,

Mathew Davis Pullokkaran

